Practice guide to remote PSS assessments
(includes **List of documents to be uploaded**)

Version – 20122021

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Contents

Remote PSS assessment checklist

Below is a list of the key actions that you will need to complete in advance of your remote PSS assessment:

Get set up for the assessment on Stanley, including by selecting the Species and Accreditations to be assessed ☐

Upload all the required documents to Stanley by the document deadline. **NB: it is essential that all the documents in the Medicines module are uploaded so that the assessment can go ahead on the arranged date.** See the List of documents to be uploaded for remote PSS assessments ☐

Download / set up Microsoft Teams ahead of the video call. See Setting up Microsoft Teams ☐

Complete the self-certification form and upload to Stanley. See Self-Certification ☐

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Practice guide to remote PSS assessments

Introduction

On 17th September 2020, the Royal College of Veterinary Surgeons (RCVS) Covid-19 Taskforce approved the proposal put forward by the Practice Standards Group (PSG) for remote PSS assessments to be held during the continuing Covid-19 pandemic, in order to ensure that the Veterinary Medicines Regulations (VMRs) and the Standards set out by the Scheme are being maintained in PSS member practices.

The remote assessment format that has been developed involves a pre-assessment document review via the online system, Stanley; a virtual observation of the practice premises, and assessment of a selection of PSS requirements, by a PSS Assessor; a self-certification of the PSS requirements by an MRCVS or RVN at the practice, and a post-assessment evidence review for any issues found at the assessment, again via Stanley.

The remote assessment process therefore differs from the process for standard, in-person assessments, although it is still rigorous to ensure that the PSS Standards are being maintained. The process is less time-consuming for practices, both in the preparation stages and on the assessment day itself.

Where practices undergo an initial assessment, or select to upgrade their existing accreditation, via the remote assessment format, an additional in-person quality assurance check will be required, when Covid-19 restrictions are lifted.

This guide has been produced to assist you with preparing for the remote assessment and understanding what it will involve for you.

Getting set up for the assessment

Stanley (www.stanley.org.uk) is the online system that is used to manage the PSS assessment process, including the pre-assessment document upload and review, generation of the assessment report, and the post-assessment evidence review. As Stanley is an online tool that already allows for remote document review and assessment, we will continue to use it in the same way to manage the remote assessments.

There are some steps that you need to follow on Stanley to get set up for your assessment, including logging in and selecting the Species and Accreditations that will be assessed. This will need to be done before we can assign an Assessor for your approval, and before you can start preparing for the assessment.

Sections 2 and 7 of the Getting to know Stanley guide will provide you with full details on how to log in to Stanley and get set up for your assessment. You can also watch the 'Logging in' and 'Pre-inspection stage' video guides on our website: https://www.rcvs.org.uk/how-we-work/video-guides/.

Arranging the assessment

An Assessor will be assigned by us to carry out your remote assessment and their details will be sent to you on Stanley for approval. This will usually be done within 1-2 months of the assessment. If you do not actively approve the Assessor within 5 days of them being assigned, they will be automatically approved. For further instructions on approving the Assessor, please refer to section 7 of the Getting to know Stanley guide, or the 'Pre-inspection stage' video guide on our website.

After being approved, the Assessor will make initial contact with you by telephone to introduce themselves and to arrange a mutually suitable date and time for the remote assessment. The telephone call will also be an opportunity for you to ask any questions about the process on the assessment day.

The assessment will be booked in for a two-hour slot per premises, which is the estimated time that it will take. If there are multiple premises in your practice group, the assessments for all premises will be arranged together and this should reduce the time spent at each premises.

The Assessor will send you a calendar invite for the remote assessment, which will contain a link for you to use to join a Microsoft Teams video call with them on the day. Please accept the invite in order to store the link in your calendar. If there are multiple premises in your practice group, please discuss with the Assessor the arrangements for links for each premises.

Preparing for the assessment

You will need to mark requirements as 'Confirmed as practised' on Stanley once you have checked that you are meeting them (and before you can upload the required documents).

The documents that you need to upload for the remote assessment differ from those required for a standard assessment and that are shown on Stanley, but there are less than usual. You can view the documents that you need to upload in the List of documents to be uploaded for remote PSS assessments. **Please only upload documents that apply to the Species and Accreditation level that you have selected.**
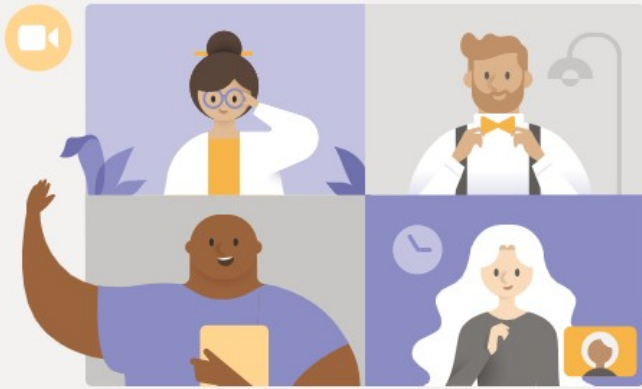
> **It is essential that all the documents in the Medicines module are uploaded so that the assessment can go ahead on the arranged date. This is a requirement under our agreement with the Veterinary Medicines Directorate (VMD) to carry out remote assessments. If the documents in this module are not uploaded, we will need to refer your practice to the Review Group for the Scheme, and sanctions may be applied to your accreditation.**

For further instructions on confirming requirements and uploading documents, please refer to section 8 of the Getting to know Stanley guide, or the 'Pre-inspection stage' video guide on our website.

Setting up Microsoft Teams

The remote assessment itself will be held via Microsoft Teams, which is the video call service used by the RCVS. This is so that you can have a discussion with the Assessor, and also so that you can show them items and provide a virtual walk around of your practice as directed.

The best way to join the meeting via Microsoft Teams is to download the free app available via the following link: www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software#office-DesktopAppDownload-ofoushy. If you are unable to download the app, however, you can still join via your web browser (as shown in the screenshot below). Please note that the Safari web browser does not support the web-based version of Microsoft Teams.

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Experience the best of Teams meetings with the desktop app

[Download the Windows app]   [Join on the web instead]

Already have the Teams app? Launch it now

Please consider the following tips when preparing to use Microsoft Teams for your remote assessment:

- You will need to use a portable device, such as a mobile phone or tablet, that has audio and visual capabilities to join the meeting, so that you can speak to the Assessor and show them around your practice as needed. Please therefore download the Microsoft Teams app to the portable device that you will be using on the day (you should also have a back-up device available in case of technological issues)

- You will need to check that any devices that you plan to use for the remote assessment are fully charged in advance
- When joining the meeting on Microsoft Teams, please have your microphone and camera turned on
- Your Assessor will contact your practice by telephone if connection is lost during the remote assessment, so please ensure that up to date contact details are provided

The assessment day

On the day the Assessor will ask you to share your screen and then will direct you to the areas of the practice they wish to see.

Generally, this will be a look at all medicines storage areas, including the Controlled Drugs (CD) cabinet and fridges etc, plus a walk around all the rest of the practice.

Self-Certification

In order to support the remote assessment process, you will be required to self-certify that all other requirements of your level(s) of accreditation have been met. This may only be completed by an MRCVS or RVN. This will require you to put your name into the self-certification declaration form, together with your RCVS reference number. You may look this up via our Find a Vet search engine found at: https://www.rcvs.org.uk/find-a-vet-search/

For practice groups, the self-certification covers the principal practice and all branch premises in the group. Standalone premises are still required to self-certify separately. The name and reference number of the principal practice (or standalone practice if applicable) must be stated on the self-certification form. The reference number can be found on Stanley or RCVS My Account.

The self-certification declaration is available to download from the PSS website here. It is also available to download from Administration > Document library on Stanley.

We understand that practice businesses have been impacted by the pandemic and social distancing measures, and that there will be reasonable adaptive measures taken by practices. These reasonable measures should not affect your accreditation, however if you are unsure, please speak to your assessor at the time of your remote assessment.

> **The self-certification declaration must be submitted to RCVS before your assessment, to avoid delays to the assessment process. You should upload the completed form to the Self-certification section of the 'Setup & Progress' tab of your assessment event on Stanley, as shown in the screenshot below.**

Screenshot showing the Self-certification section of the 'Setup & Progress' tab of the assessment event on Stanley

Receiving your report and feedback

Your assessment report will be released to you on Stanley within 3-4 weeks of the assessment. The report will contain general feedback and recommendations from your Assessor, and it will also list any requirements that were not met at the assessment. For these requirements, there will be feedback from your Assessor explaining why the requirement was not met and what needs to be done to resolve it. You will also be asked to provide evidence, by a specified deadline, to show that the requirement is being met.

Please do not take measures to resolve issues until you have received your assessment report. Some of your Assessor's feedback may change following an internal review process, and we would not want you to expend time and / or money unnecessarily.

After you have received your report, you will need to submit the required evidence to Stanley by the specified deadlines. It is essential that these deadlines are met, so that we can be assured that the issues have been resolved and that you are meeting the requirements. Where deadlines are not adhered to, we may need to refer your practice to the Review Group for the Scheme to make a decision on further action.

Your evidence will be reviewed by your Assessor and, if the issues have been resolved, the relevant requirement(s) will be marked as met. Where further information is still required, an updated report will be generated on Stanley with additional feedback and revised evidence deadlines.

For further instructions on viewing your assessment report and submitting evidence, please refer to section 10 of the Getting to know Stanley guide, or the 'Post-inspection stage' video guide on our website.

Completion

Your remote assessment will be complete once all the outstanding requirements have been resolved for all premises in your practice group. You will be notified of this by your administrator and, once any outstanding fees have been paid, you will be sent a digital copy of your accreditation certificate, along with copies of the accreditation logos.

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List of documents to be uploaded for remote PSS assessments

A list of the documents that you will need to upload to Stanley in advance of your remote PSS assessment is provided in the tables below. During this remote assessment regime, **this list supersedes the usual document upload requirements (as stated in our published PSS module documentation and as shown on Stanley).**

There are separate lists for Small Animal, Equine and Farm Animal accreditations, which will be applicable depending on the Species and Accreditation levels that you have selected. If your practice is being assessed for multiple Species and Accreditations, the documents from each list will need to be provided. Where your practice does not treat a species, please ignore those document requirements.

The documents listed under the 'Medicines (module 10/9/8 for Small Animal, Equine and Farm Animal respectively) requirements' and 'Core Standards requirements' sections are mandatory for all practices undergoing the remote assessment.

> **It is essential that all the documents in the Medicines module are uploaded so that the assessment can go ahead on the arranged date. This is a requirement under our agreement with the Veterinary Medicines Directorate (VMD) to carry out remote assessments. If the documents in this module are not uploaded, we will need to refer your practice to the Review Group for the Scheme, and sanctions may be applied to your accreditation.**

The documents listed under the 'General Practice requirements', 'Veterinary Hospital requirements' and 'Emergency Services Clinic requirements' headings are only applicable if these accreditation levels are being assessed. However, please be reminded that the accreditation levels are cumulative; for example, a practice being assessed for Veterinary Hospital would need to meet the requirements, and provide the documents, for Core Standards, General Practice and Veterinary Hospital level.

For some requirements, we have specified the number of documents or records that we need to see and / or the date / timeframe from which they need to be provided. If your practice saw an insufficient number of cases to provide documents or records that meet these specifications, you should provide documents or records from the day before that which is specified.

The requirement index numbers below correspond to the relevant requirements in the Standards, as shown in the 'Accreditation' tab of your assessment event on Stanley (PDF versions of the Standards can also be downloaded from your Document library on Stanley).

When arranging your assessment date, your Assessor will confirm the deadline by which the documents need to be uploaded (the deadline will then also be shown on Stanley). **This will be set as 2 weeks before the assessment date.**

For assistance with uploading the documents, please refer to section 8 of the Getting to know Stanley guide or the 'Pre-inspection stage' video guide on our website: www.rcvs.org.uk/how-we-work/video-guides.

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Small Animal accreditations

If there were insufficient cases on the specified date, please choose cases from the day before as needed

Please redact client details for all records uploaded

Medicines (module 10) requirements (mandatory)

It is essential that all the documents in the Medicines module are uploaded so that the assessment can go ahead on the arranged date.

Requirement index number	Document(s) to be uploaded	Date / timeframe of document (if required)
10.1.2	Record of premises where medicines are stored.	
10.1.5	Copies of medicines records for the first three feline cases and the first three canine	Cases seen on 1st September 2021
10.1.6	Copies of temperature records for all fridges and the dispensary SOP outlining action to be taken if temperatures go outside the range	Last 2 weeks (prior to upload date)
10.1.8	Copies of medicines records for two food-producing animals (chickens, ducks etc) seen (if applicable)	Last 3 months (prior to upload date)
10.1.9	Records of medicines disposed of due to being out of date or damaged	Last 3 months (prior to upload date)
10.1.10	Evidence of last stocktake Protocol for how batch numbers are recorded / accessed	
10.1.11	T28 exemption certificate for denaturing Controlled Drugs (or SEPA Paragraph 39 in Scotland)	
10.1.13	Copies of pages of Controlled Drugs register for all Schedule 2 CDs (Methadone, Ketamine, Fentanyl, Morphine or Quinalbarbitone)	Last 2 months (prior to upload date)
10.1.14	Controlled Drugs SOPs	
10.1.16	Copies of three written prescriptions	Last 2 months (prior to upload date)
10.1.17	SOP for prescribing and dispensing of all veterinary medicines Copies of records for three repeat prescriptions of POM-V medicines supplied on 1st September 2021	1st September 2021
10.1.18	SQP certificate (if applicable)	
10.1.20	Copies of labels for three POM-V medicines supplied on 1st September 2021 SOP for supplying sufficient written information with split packs of medicines	1st September 2021
10.1.22	Copy of prescription notice	
10.1.24	Protocol for unauthorised ('Cascade') medicine use	

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	Copies of labels from three Cascade products	Last 2 months (prior to upload date)
10.1.25	Copies of three consent forms for Cascade medicines	Last 2 months (prior to upload date)
10.1.26	Protocol for suspected adverse event reporting	
10.1.28	Protocol for responsible use of antimicrobials and anthelmintics	
10.1.29	SOP for the use of cytotoxic, cytostatic medicines and hormones that are toxic to reproduction or teratogenic	
10.2.4	Written policy for HP-CIAs	

Core Standards requirements relating to safety of practice team, patients and clients (mandatory)

Requirement index number	Document(s) to be uploaded
1.1.5	Anaesthetic equipment service records
1.1.6	Inspection certificate for active scavenging system
1.1.7	Anaesthetic gas monitoring result
5.1.2	Evidence of HSE registration and/or consent for the use of ionising radiations
5.1.8	X-ray machine service records
5.1.10	Confirmation that any actions from the last RPA report have been carried out
5.1.12	Risk assessment for Ionising Radiation
7.1.2	Written Scheme of Examination for autoclave Certificate of Inspection for autoclave
7.1.12	Biosecurity policy (specific to the practice)
7.1.13	Evidence of monitoring of exposure for ethylene oxide sterilisation (if applicable)
8.1.8	Written policy for overnight care
13.1.1	Description of out of hours arrangements and how clients are informed
13.1.6	Copy of written agreement with OOH provider (if used)
16.1.1	List of all team members and their job roles List of RCVS numbers for veterinary surgeons and registered veterinary nurses
16.1.2	Copy of indemnity insurance
16.1.3	Copy of employer's liability insurance
16.1.4	Copy of public liability insurance
16.1.12	Practice policies addressing mental health
16.1.17	Copy of Covid-19 risk assessment and description of how it has been shared with the team. Confirmation/statement that risk assessments have been reviewed and are up to date (please do not upload risk assessments)
16.1.19	Confirmation/statement that COSHH assessments have been reviewed and are up to date (please do not upload COSHH assessments)
16.1.21	Inspection of electrical installation

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	PAT testing and visual inspection.
16.1.22	Gas safety certificate
16.1.23	Emergency protocols
16.1.33	Copy of waste policy
16.1.36	SOP and Risk Assessment for medical gases
16.1.37	SOP and Risk Assessment for Artificial Optical Radiation (AOR) use (if applicable)

General Practice requirements (if applicable)

Requirement index number	Document(s) to be uploaded	Date / timeframe of document (if required)
1.2.10	Copies of three completed anaesthetic charts	Last 2 weeks (prior to upload)
2.2.1	Confirmation of how the practice has been communicating with team members during the Covid-19 pandemic (e.g. regular clinical meetings)	
2.2.4	At least one of clinical audit / significant event / M and M meeting	
4.2.6	Copies of three dental records	Last 2 weeks (prior to upload)
5.2.3	Confirmation that ultrasound is provided on site	
7.2.2	Copies of written cleaning protocols Description of how cleaning protocols are regularly audited	
8.2.9	Copies of three hospital sheets	Last month (prior to upload)
15.2.2	Protocol for pain management	

Veterinary hospital requirements (if applicable)

Requirement index number	Document(s) to be uploaded
8.3.1	Confirmation of arrangements for overnight care of patients during the Covid-19 pandemic
8.3.13	Confirmation of patient handover arrangements between teams (overnight to day teams, plus between teams working in separate bubbles)

Emergency Services Clinic requirements (if applicable)

New requirement number	Document(s) to be uploaded
6.4.3	Confirmation of patient handover arrangements between teams (overnight to day teams, plus between teams working in separate bubbles)
6.4.4	Rotas for Vets & nurses for last 1 month
6.4.19	Copy of agreement with host practice & member practices

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Equine accreditations

If there were insufficient cases on the specified date, please choose cases from the day before as needed

Please redact client details for all records uploaded

Medicines (module 9) requirements (mandatory)

It is essential that all the documents in the Medicines module are uploaded so that the assessment can go ahead on the arranged date.

Requirement index number	Document(s) to be uploaded	Date / timeframe of document (if required)
9.1.2	Record of all places medicines are stored (including registration numbers of vehicles)	
9.1.5	Copies of records (client details redacted) for first 6 equine cases seen in consultations on the week beginning 1st September 2021	1st September 2021
9.1.6	Copies of temperature records for all fridges and dispensary (including all vehicles) SOP outlining action to be taken if temperatures go outside the range	Last 2 weeks (prior to upload)
9.1.8	Copies of 2 records for any food producing animals seen	Last 3 months (prior to upload)
9.1.9	Records of medicines disposed of due to being out of date or damaged	Last 3 months (prior to upload)
9.1.10	Evidence of last stocktake Protocol for how batch numbers are recorded / accessed	
9.1.11	T28 exemption certificate for denaturing Controlled Drugs (or SEPA Paragraph 39 in Scotland)	
9.1.13	Copies of pages of Controlled Drugs register for all Schedule 2 CDs (Methadone, Ketamine, Fentanyl, Morphine or Quinalbarbitone; including registers in vehicles)	Last 2 months (prior to upload)
9.1.14	Controlled Drugs SOPs	
9.1.16	Copies of three written prescriptions	Last 2 months (prior to upload)
9.1.17	SOP for prescribing and dispensing of all veterinary medicines Copies of records for three repeat prescriptions of POM-V medicines supplied	Last 2 weeks (prior to upload)
9.1.18	SQP certificate (if applicable)	
9.1.20	Copies of labels for three POM-V medicines supplied on 1st September 2021 SOP for supplying sufficient written information with split packs of medicines	1st September 2021
9.1.22	Copy of prescription notice	
9.1.24	Protocol for unauthorised ('Cascade') medicine use	

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	Copies of labels from three Cascade products	Last 2 months (prior to upload)
9.1.25	Copies of three consent forms for Cascade medicines	Last 2 months (prior to upload)
9.1.26	Protocol for suspected adverse event reporting	
9.1.28	Protocol for responsible use of antimicrobials and anthelmintics	
9.1.29	SOP for the use of cytotoxic, cytostatic medicines and hormones that are toxic to reproduction or teratogenic	
9.2.4	Written policy for HP-CIAs	

Core Standards requirements relating to safety of practice team, patients and clients (mandatory)

Requirement index number	Document(s) to be uploaded
1.1.4	Anaesthetic machine servicing (if applicable)
1.1.5	Anaesthetic gas monitoring (if applicable)
1.1.5	Anaesthetic gas scavenging cert (if applicable)
1.1.7	Current LOLER certification (if applicable)
5.1.2	HSE registration for use of ionising radiation
5.1.9	Xray machine service records
5.1.11	Confirmation that any actions from last RPA report have been carried out
5.1.13	Risk assessment for Ionising radiation
5.1.19	Written protocol for radiography away from the premises
6.1.2	Written Scheme of Examination for autoclave Certificate of inspection for autoclave
6.1.12	Biosecurity policy specific to the practice (to include vehicles)
7.1.6	Written policy for overnight care
12.1.5	Description of out of hours arrangements and how clients are informed
12.1.6	Copy of written agreement with OOH provider (if used)
15.1.1	List of all team members and their job roles List of RCVS numbers for veterinary surgeons and registered veterinary nurses
15.1.2	Copy of indemnity insurance
15.1.3	Copy of employer's liability insurance
15.1.4	Copy of public liability insurance
15.1.12	Practice policies addressing mental health
15.1.17	Copy of Covid-19 risk assessment and description of how it has been shared with the team Confirmation/statement that risk assessments have been reviewed and are up to date (please do not upload risk assessments)
15.1.19	Confirmation/statement that COSHH assessments have been reviewed and are up to date (please do not upload COSHH risk assessments)
15.1.22	Inspection of electrical installation PAT testing and visual inspection
15.1.23	Gas safety certificates
15.1.24	Emergency protocols
15.1.34	Copy of waste policy
15.1.35	All firearms certificates (if applicable)
15.1.36	SOP and Risk Assessment for medical gases

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| 15.1.37 | SOP and Risk Assessment for Artificial Optical Radiation (AOR) use (if applicable) |
| 17.1.7 | Evidence of monitoring of exposure for ethylene oxide sterilisation (if applicable) |

General Practice requirements (if applicable)

Requirement index number	Document(s) to be uploaded
1.2.6	Copies of 3 most recent anaesthetic charts (if applicable)
2.2.1	Clinical governance – confirm how the practice has been communicating with team members during Covid (e.g. meetings)
2.2.4	At least one of clinical audit / significant event / M and M meeting
4.2.1	Copies of dental records from the 3 most recent dental cases
5.2.1	Confirmation ultrasound on site (or how it is accessed if off site)
6.2.3	Written cleaning protocols and how they are regularly audited (including vehicles)
7.2.8	Copies of 3 most recent equine inpatient sheets (if applicable)
10.2.6, 10.2.7	Copies of the three most recent consent forms for equine admissions, surgery or euthanasia
14.2.2	Protocol for pain management

Veterinary hospital requirements (if applicable)

Requirement index number	Document(s) to be uploaded
7.3.1	Confirmation of arrangements for overnight care of patients during the current Covid-19 situation
7.3.19	Confirmation of patient handover arrangements between teams (overnight to day teams plus between teams working in separate bubbles)

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Farm Animal accreditations

If there were insufficient cases on the specified date, please choose cases from the day before as needed

Please redact client details for all records uploaded

Medicines (module 8) requirements (mandatory)

It is essential that all the documents in the Medicines module are uploaded so that the assessment can go ahead on the arranged date.

Requirement index number	Document(s) to be uploaded	Date / timeframe of document (if required)
8.1.2	Record of all places medicines are stored (including registration numbers of vehicles)	
8.1.5	Copies of records (client details redacted) for first 6 farm animal cases seen in consultations on the week beginning 1st September 2021	1st September 2021
8.1.6	Copies of temperature records for all fridges and dispensary (including all vehicles) SOP outlining action to be taken if temperatures go outside the range	Last 2 weeks (prior to upload)
8.1.9	Records of medicines disposed of due to being out of date or damaged	Last 3 months (prior to upload)
8.1.10	Evidence of last stocktake Protocol for how batch numbers are recorded / accessed	
8.1.11	T28 exemption certificate for denaturing Controlled Drugs (or SEPA Paragraph 39 in Scotland)	
8.1.13	Copies of pages of Controlled Drugs register for all Schedule 2 CDs (Methadone, Ketamine, Fentanyl, Morphine or Quinalbarbitone; including registers in vehicles)	Last 2 months (prior to upload)
8.1.14	Controlled Drugs SOPs	
8.1.15; 8.1.16	Copies of three written prescriptions (this could include prescriptions for in feed medications)	Last 2 months (prior to upload)
8.1.17	SOP for prescribing and dispensing of all veterinary medicines Copies of records for three repeat prescriptions of POM-V medicines supplied	Last 2 weeks (prior to upload)
8.1.18	SQP certificate (if applicable)	
8.1.20	Copies of labels for three POM-V medicines supplied on 1st September 2021 SOP for supplying sufficient written information with split packs of medicines	1st September 2021
8.1.22	Copy of prescription notice	
8.1.24	Protocol for unauthorised ('Cascade') medicine use	

	Copies of labels from three Cascade products	Last 2 months (prior to upload)
8.1.25	Copies of three consent forms for Cascade medicines	Last 2 months (prior to upload)
8.1.26	Protocol for suspected adverse event reporting	
8.1.28	Protocol for responsible use of antimicrobials and anthelmintics	
8.1.29	SOP for the use of cytotoxic and cytostatic medicines and hormones that are toxic to reproduction or teratogenic	
8.1.30	Written policy for HP-CIAs	

Core Standards requirements relating to safety of practice team, patients and clients (mandatory)

Requirement index number	Document(s) to be uploaded
4.1.2	HSE registration for use of ionising radiation
4.1.8	Xray machine service records
4.1.10	Confirmation that any actions from last RPA report have been carried out
4.1.12	Risk assessment for Ionising radiation
4.1.17	Written protocol for radiography away from the premises
5.1.2	Written Scheme of Examination for autoclave

Certificate of inspection for autoclave |
5.1.10	Biosecurity policy specific to the practice (to include vehicles)
6.1.5	Written policy for overnight care
11.1.4	Description of out of hours arrangements and how clients are informed
11.1.5	Copy of written agreement with OOH provider (if used)
14.1.1	List of all team members and their job roles

List of RCVS numbers for veterinary surgeons and registered veterinary nurses |
14.1.2	Copy of indemnity insurance
14.1.3	Copy of employer's liability insurance
14.1.4	Copy of public liability insurance
14.1.11	Practice policies addressing mental health
14.1.16	Copy of Covid-19 risk assessment and description of how it has been shared with the team

Confirmation/statement that risk assessments have been reviewed and are up to date (please do not upload risk assessments) |
| 14.1.18 | Confirmation/statement that COSHH assessments have been reviewed and are up to date (please do not upload COSHH risk assessments) |
| 14.1.21 | Inspection of electrical installation

PAT testing and visual inspection |
14.1.22	Gas safety certificates
14.1.23	Emergency protocols
14.1.33	Copy of waste policy
14.1.34	All firearms certificates (if applicable)
14.1.35	SOP and Risk Assessment for medical gases
14.1.36	SOP and Risk Assessment for Artificial Optical Radiation (AOR) use (if applicable)
16.1.5	Evidence of monitoring of exposure for ethylene oxide sterilisation (if applicable)

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General Practice requirements (if applicable)

Requirement index number	Document(s) to be uploaded
2.2.1	Clinical governance – confirm how the practice has been communicating with team members during Covid (e.g. meetings)
2.2.4	At least one of clinical audit / significant event / M and M meeting
3.2.4	Evidence of quarterly client newsletters
5.2.3	Written cleaning protocols and how they are regularly audited (including vehicles)
9.2.7, 9.2.8	Copies of the three most recent consent forms for farm animal admissions, surgery or euthanasia

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