

UNAPPROVED DRAFT
VIRGINIA BOARD OF VETERINARY MEDICINE
MINUTES
CONTINUING EDUCATION COMMITTEE MEETING
FEBRUARY 3, 2005

TIME AND PLACE: The Continuing Education Committee meeting was called to order at 8:40 a.m. at the Hotel Roanoke and Conference Center, 110 Shenandoah Ave., Roanoke, VA

COMMITTEE MEMBERS PRESENT: Andrew Horner, DVM
Rebecca Lakie, LVT

STAFF PRESENT: Elizabeth A. Carter, Ph.D., Executive Director
Terri H. Behr, Administrative Assistant
Emily Wingfield, Assistant Attorney General

OTHERS PRESENT: Henry McKelvin, DVM
John Wise, DVM

DISCUSSION: The Committee met to discuss the issue of the lack of continuing education specifically designed to address record keeping deficiencies. Over the past few years, the Board has seen an increased problem in sparse and uninformative patient records. As such, they have frequently ordered respondents to complete continuing education in record keeping. However, they have had a difficult time finding courses directly on the topic. They have had to piece together segments from a variety of other courses to meet the requirements of their orders.

The consistent position of the Board has

been that a patient record should be able to inform a subsequent practitioner of the condition of the patient and what had been done to address its medical needs. With this as a background and based upon her research, Ms. Lakie offered that patient care records should, at a minimum, provide data addressing the following topics:

- presenting complaint/reason for contact;
- physical exam findings, as appropriate;
- procedures performed;
- tests performed;
- treatment given, to include drugs administered, and;
- drugs dispensed, if any.

The Committee agreed on this and concluded that this information should be included in a guidance document.

Ms. Lakie noted that a disclaimer should be included in the guidance which states that these are the minimum items to be included on any patient record. The Committee members were in agreement.

The Committee also agreed that the guidance document be supplemented with examples of adequate and inadequate medical records.

Ms. Lakie stated that she has been in contact with Dr. Robert Martin at Va. Tech and that they would be willing to assist the Board by putting together a recordkeeping

CE program of three to four hours duration. Dr. Martin requested that the Board provide him with specific content areas of what the program should entail.

Dr. Horner stated that he had reached Martha Clements at Virginia Commonwealth University Dept. of Continuing Education at the School of Dentistry and asked for her guidance in designing a record keeping course for veterinarians. Ms. Clements sent him a book currently used for dentists as a guide, *Dental Risk Prevention: Communicating and Record Keeping in Dental Practice*. Dr. Horner reported that although the professions are different, he feels the format could be useful for providers of veterinary record keeping CE. Dr. Horner proposed that a follow-up meeting be set up with Ms. Clements and subsequently with whoever may be designing the course at Va. Tech. Dr. Horner suggested that we ask Va. Tech to get back to us by April 15th on their course development progress.

Ms. Lakie reported that she contacted the American Association of Veterinary State Boards. They have been contacted by a number of states about where state boards could find continuing education coursework for the disciplining of their licensees. They are currently discussing the matter with the Veterinary Information Network and other vendors and should be able to provide a report on their progress shortly.

Dr. Horner reported that he spoke with Dr. Escobar regarding the Virginia Veterinary

Medical Association (VVMA) offering a recordkeeping course, as needed, perhaps twice a year or so. Dr. Horner stated that Dr. Escobar indicated that the VVMA would be receptive to designing a recordkeeping course.

Ms. Lakie reported that she also contacted the Virginia Association of Licensed Veterinary Technicians, and indicated that they would be willing to help as well.

The Committee will report their discussions to the full Board on their meeting this morning.

Andrew F. Horner, DVM, Chair

Elizabeth A. Carter, Ph.D., Executive Director