

**UNAPPROVED DRAFT**  
**VIRGINIA BOARD OF VETERINARY MEDICINE**  
**MINUTES**  
**INSPECTION COMMITTEE**  
**APRIL 24, 2012**

**TIME AND PLACE:** The Inspection Committee (Committee) meeting was called to order at 10:05 a.m. at the Department of Health Professions, Henrico, VA.

**COMMITTEE MEMBERS PRESENT:** Taryn Singleton, LVT- Chair  
Kelly Gottschalk, DVM  
Marta Ishmael, LVT  
Leslie Knachel, Executive Director  
Terri Behr, Operations Manager  
Vicki Garrison, Acting Deputy Director, Enforcement

**ORDERING OF AGENDA:** On properly seconded motion by Ms. Behr, the Committee voted unanimously to approve the agenda as presented.

**PUBLIC COMMENT:** No public comment was received.

**APPROVAL OF MINUTES:** On properly seconded motion by Dr. Gottschalk, the Committee voted unanimously to approve the minutes as presented.

**DISCUSSION:** **UPDATE ON USE OF NEW INSPECTION FORM:**  
Ms. Knachel stated that the new veterinary establishment inspection form has been in use since December 5, 2011. She stated that several minor revisions have been made related to moving a section to improved flow of the document and the addition of several missed equipment requirements. Ms. Ishmael commented that the veterinary establishments like the law and regulation reference on the form.

The committee discussed whether an inspector should cite a violation under the specific controlled substance law or regulation and also cite #5 on the inspection form (Attachment 1). The Committee recommended that all areas of non-compliance within the drug section of the

form should be noted, but the inspection summary section should only cite the specific violation.

The Committee discussed the issue of practicing on an expired license or permit. Ms. Knachel explained that an individual licensee who is practicing on an expired license may be subject to disciplinary action. In addition, a licensee who allows the unlicensed practice of veterinary medicine per 18VAC150-20-140(10) of the *Regulations Governing the Practice of Veterinary Medicine* may be subject to disciplinary action. Ms. Knachel discussed disciplinary action for a veterinary establishment with an expired permit that has allowed veterinary practice.

The Committee recommends disciplinary cases be docketed as follows for practicing with an expired license or permit:

- For permits, a case will be docketed against the veterinary establishment and the veterinarian-in-charge; and
- For individual licenses, a case will be docketed against an individual licensee and the licensee who allows the unlicensed practice.

On properly seconded motion by Dr. Gottschalk, the Committee voted unanimously to direct Ms. Knachel to prepare the needed guidance document related to unlicensed practice and to proceed with the recommendations for disciplinary action as discussed.

### **DRAFT GUIDANCE DOCUMENT ON INSPECTIONS**

The Committee discussed each item on the inspection guidance document and suggested revisions.

On properly seconded motion by Dr. Gottschalk, the Committee voted unanimously to direct Ms. Knachel to revise the guidance document as discussed in preparation for review by the full Board at

the next meeting.

**MEETING ADJOURNED:**

The meeting adjourned at 1:10 p.m.

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Taryn Singleton, LVT – Chair

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Leslie L. Knachel, MPH, - Executive Director

