

Please initial next to each statement to indicate each person signing has read & understood:

**RESPONSIBILITIES OF YOUR ORGANIZATION**

\_\_\_\_\_ Your organization is responsible for understanding your state regulations regarding your state's veterinary practice act and state pharmacy laws, and for keeping up with any changes. Each state is different, and you should periodically check to ensure you are in compliance. Humane Alliance does not provide legal advice or advice on complying with these laws. You should consult an attorney for legal advice on compliance of laws.

\_\_\_\_\_ Your organization will be responsible for “institutional memory” in regard to the ongoing adherence to the *Humane Alliance Veterinary Standards of Care*, despite staffing changes. You can send new staff to our clinic for training.

\_\_\_\_\_ Your organization will be responsible for the Consultation fee of \$500, and if you cancel or reschedule and our travel is already booked, your organization will be responsible for any travel costs that cannot be refunded.

\_\_\_\_\_ The leadership of your clinic must be involved in this on-site consultation, and be available to meet during the day and at the beginning and end of days that our team is there. Our team also asks that you please introduce us to your entire team upon our arrival, and have your staff wear name badges for easy identification (our team shall do the same).

\_\_\_\_\_ Your organization will brief your staff about the consultation program, advise them of the purpose of our visit, and ask them to be open to the process. Humane Alliance will be reviewing all protocols and processes, which include patient receiving, animal handling/housing, patient care, drug and anesthetic protocols, surgical flow and efficiency, communication, disease prevention measures, emergency procedures, and patient discharge. Photographs will be taken for the purpose of our final report. Our consultation team will be asking questions and potentially interacting in a collaborative manner.

\_\_\_\_\_ Your organization agrees to close your clinic on the second day (other than release) to meet with all staff and the trainers to discuss the consultation.

**RESPONSIBILITIES OF HUMANE ALLIANCE**

- Upon completion of the application process, Humane Alliance will provide an onsite consultation team for approximately 1.5 days.
- Trainers will provide feedback onsite and meet with leadership to discuss recommendations during the consultation.
- Upon completion of your training, Humane Alliance will provide a written evaluation of our findings and recommendations.

Initialed by:

Director Name: \_\_\_\_\_

Date: \_\_\_\_\_

Lead Veterinarian Name: \_\_\_\_\_

Date: \_\_\_\_\_