

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. ASPCA Spay/Neuter 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 *ASPCA Spay/Neuter 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 \$1,500, 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. ASPCA Spay/Neuter 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 ASPCA SPAY/NEUTER ALLIANCE

- Upon completion of the application process, ASPCA Spay/Neuter 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, ASPCA Spay/Neuter Alliance will provide a written evaluation of our findings and recommendations.

Initialed by:

Director Name: _____

Date: _____

Lead Veterinarian Name: _____

Date: _____