## School of Animal and Veterinary Sciences – Checklist for Engaging External Specialists in Veterinary Health Centres

This Checklist must be completed before external specialist undertakes a procedure at a VHC.

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| **Internal VHC requirements** |
|  | Director of Health Centre has approved the engagement of the external specialist  | [ ]  |
|  | There is written agreement between Health Centre and animal owner on the service and fees | [ ]  |
|  | Animal owner has paid a deposit  | [ ]  |
|  | If animal owner intends to claim the fee on insurance - the owner’s insurer has been notified of the procedure and approved the likely cost of the procedure | [ ]  |
| **Certificate of registration and insurances** |
|  | External specialist’s certificate of registration will be current (valid) on the date of the proposed procedure | [ ]  |
|  | External specialist has certificates of insurance for:* Veterinarians Public Liability ($10m for any one occurrence)
* Veterinarians Professional Indemnity ($10m for any one occurrence)

If no, go to question 9.  | [ ] [ ]  |
|  | The insurance certificates either: 1. names the external specialist as the insured person; or
2. names the external specialist’s employer as the insured party and that party has confirmed in writing that the policy will cover the external specialist
 | [ ] [ ]  |
|  | The insurance certificates will be current (valid) on the date of the proposed procedure | [ ]  |
|  | If the external specialist does not hold his/her own insurance and requires the University to cover the procedure, an “Application to Request Insurance Cover Extension forExternal Specialist Veterinarian” has been sent to helpdesklegal@adelaide.edu.au, and Legal & Risk Branch has confirmed approval |[ ]

## Application to Request Insurance Cover Extension for External Specialist Veterinarians

To request an extension of the University’s insurance to extend cover to external specialist veterinarians, please complete this form and email it to helpdesklegal@adelaide.edu.au

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| **Veterinary Health Centre** | [ ]  Companion Animal Health [ ]  Production Animal Health[ ]  Equine Health |
| **Details of external specialist veterinarian**  |
| **Name of veterinarian** |  |
| **State of Registration** |  |
| **Registration Number** |  |
| **Registration Period on Certificate of Registration** |  |
| **Details of procedure** |
| **Type of animal** |  |
| **Age of animal** |  |
| **Approximate value of animal** |  |
| **Clinical diagnosis** |  |
| **Clinical, medical or surgical procedure to be performed** |  |
| **Proposed date(s) of procedure and any other treatment by external specialist** |  |
| **Reason for procedure to be performed by an external specialist** |  |

**Staff member submitting request:** **Phone:**