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4741-1-15 **Election of officers.**

The board shall consist of a president, ~~first~~ vice president, ~~second vice president~~, secretary, and ~~three~~four members. All persons in succession to be president shall be licensed veterinarians. Whenever possible, the order of succession for veterinary members shall be from member to ~~second~~ vice president to ~~first vice president to~~ president. The term of each officer shall be for one year. The board shall follow parliamentary procedure at all board meetings.

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4741-1-21 **Record keeping.**

(A) Every veterinarian performing any act requiring a license pursuant to the provisions of Chapter 4741. of the Revised Code shall prepare, or cause to be prepared, a record documenting the health status of the animal(s) treated and any necessary data such that another veterinarian may follow the rationale and continue therapy if necessary. The record shall be dated and shall include all pertinent medical data such as vaccination, drug types and doses and all relevant medical and surgical procedures performed. The records shall identify the owner of the animal(s) and provide an address and telephone number or other means of contact.

(B) Records for companion animals shall include identifying information such as age, sex, species and breed or description and the animal's name, if known. Animals used for economic purposes that are treated on an individual basis shall be similarly identified. Animals used for economic purposes that are treated on a herd basis may be identified collectively, provided the treatment information is reflective of accepted medical practice for the species and lists doses of all drugs dispensed <u>and administered</u>.

(C) All regulated substances shall be recorded and required by federal and/or state regulations.

(D) Records, including imagery, diagnostic tests, laboratory data, surgery reports, progression of the disease process and other pertinent information, shall be maintained by the treating practice. Records shall be released upon request from a treating veterinarian and must be returned to the originating practice within a reasonable time. Copies of records must be available upon request from the owner of an animal at a reasonable cost to the owner.

(E) Records shall be kept for a period of three years following discharge of the animals(s) from veterinary care.

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4741-1-22 **Vaccination clinics.**

(A) A veterinarian participating in a vaccination clinic, including those sponsored by a city or general health district(s), shall maintain a copy of the vaccination record. The veterinarian shall maintain a copy of the vaccination record for a period of the labeled duration of the vaccination but not less than a period of three years.

4741-2-01 **General provisions of a veterinary business facility license.**

(A) A veterinary business facility not fully owned by a currently licensed veterinarian, must meet the requirements of section 4741.28 of the Revised Code to obtain a veterinary business facility license in order to provide veterinary medical services in the state of Ohio.

(B) The board shall evaluate whether a program has met the requirements of section 4741.28 of the Revised Code before issuing an initial license.

(C) A veterinary business facility will maintain minimum standards of sanitary and hygienic methods to be used in the humane care and treatment of animals as established in rule 4741-1-03 of the Administrative Code.

(D) A veterinary business facility must meet and comply with all requirements as set forth in section 4741.28 of the Revised Code and rules adopted by the board in accordance with Chapter 119. of the Revised Code; and any other applicable state or federal laws and rules. Failure to meet and maintain these requirements shall be considered noncompliance and may affect the facility's licensure status. The board has the authority to refuse to issue, ~~a renewal~~ renew, suspend, or revoke a license, and/or impose a civil penalty of up to ten thousand dollars on a person who owns, operates or controls a veterinary business facility for any violation of Chapter 4741. of the Revised Code and/or rules established by the board. The board shall suspend or revoke a license or impose civil penalties only pursuant to an adjudication process in accordance with Chapter 119. of the Revised Code for the following, but not limited to:

(1) Any ~~knowing~~ violation of Chapter 4741. of the Revised Code or rules established by the board;

(2) Falsification of or fraudulent submission of licensure or renewal application;

(3) False or misleading advertisement which causes any person to act to the person's detriment in the care or treatment of any animal;

(4) Failure to conform to the rules of the board or the standards of the profession governing proper, humane, sanitary, and hygienic methods to be used in the care and treatment of animals;

(5) Obtains a fee on the assurance that an incurable disease can be cured;

(6) Divides fees or charges or has any arrangement to share fees or charges with any other person, except on the basis of services performed;

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(7) Violates the federal and state laws regulating the storage and use of controlled substances;

(8) Fails to report promptly to the proper official any known reportable disease;

(9) Fails to report promptly vaccinations or the results of tests when required to do so by law or rule;

(10) Has been adjudicated incompetent for the purpose of holding the license or permit by a court, as provided in Chapter 2111. of the Revised Code, and has not been restored to legal capacity for that purpose;

(11) Permits a person not a licensed veterinarian, a veterinary student, or a registered veterinary technician to engage in work or perform duties in violation of this chapter;

(12) Has knowledge that the managing veterinarian is guilty of gross incompetence or gross negligence;

(13) Is practicing with a revoked, suspended, expired, or terminated license;

(14) Makes or files a report, health certificate, vaccination certificate, or other document which the facility knows is false, or negligently or intentionally fails to file a report or record required by an applicable state or federal law;

(15) Makes available a dangerous drug, as defined in division (D) of section 4729.02 of the Revised Code, to any person other than for the specific treatment of an animal patient;

(16) Refuses to permit a board investigator or the board's designee to inspect the business premises during regular business hours, except as provided in division (A) of section 4741.26 of the Revised Code;

(17) Violates any order of the board or fails to comply with a subpoena of the board;

(18) Fails to maintain medical records as required by rule of the board;

(19) Engages in cruelty to animals;

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(20) Uses, prescribes, or sells any veterinary prescription drug or biologic, or prescribes any extra-label use of any over-the-counter drug or dangerous drug in the absence of a valid veterinary-client-patient relationship.

(E) It is the responsibility of the veterinary business facility to establish whether the managing veterinarian holds a current, valid license.