

## APPENDIX 1

### ACCREDITATION APPLICATION

#### Application for Accreditation of Veterinary Diagnostic Laboratory Services

Name and address of laboratory

Location of laboratory (if more than one please list each laboratory)

Name, title and address of individual preparing the application

Name and address of Administrator to whom Director reports, i.e. State Veterinarian,  
Dean of College,  
etc.

Species accepted by your laboratory, e.g.,

All Species

Food Animals

Companion Animals

Avian

Wildlife including marine, zoo, and exotic species

Aquatic

#### Please provide information regarding the following:

##### I. Administration

- A. Describe the unique mission and operating philosophy of the laboratory as they relate to the local and regional needs of your clients.
- B. Please attach an organizational chart for the laboratory.
- C. List the professional staff of the laboratory and their degrees and or specialty certifications. Please attach resumes of professional staff (two pages each).  
List support staff with degrees and/or experience.
- D. List advisory committee members and those they represent.
- E. Provide the current version of the laboratory's quality manual.

##### II. Funding

- A. Source of funds
  - General Revenue
  - Fees
  - Grants
  - Contracts
  - Other

- B. Budget Categories
  - Salaries
  - Operating funds
  - Equipment funds
  - Maintenance funds (including utilities)
  - Library
  - Books and Journals
  - New facility or remodeling funds
  - Travel
  - Continuing Education
- III. Records/Laboratory Information System
  - A. Methods of storage
    - Electronic
    - Manual
  - B. Disease Reporting
    - Electronic
    - Manual
  - C. Quality Assurance Program for Laboratory Information Management System  
(Which may include hardware and operating system, network and communication, application system, data/information, security).
- IV. Communication with Clients
  - A. Reports of Test Results
    - i. Telephone
    - ii. Fax
    - iii. Electronic
    - iv. How is client communication documented?
    - v. Written reports
  - B. Other Reports  
(Include annual reports, newsletters, meetings, web pages).
- V. Hazardous Waste and Carcasses Disposal  
Describe the general laboratory procedures on disposal of hazardous waste materials.
- VI. Laboratory Support Services  
Describe other contracted services such as courier services, janitorial services, dishwashing services, or laundry service.
- VII. Laboratory Safety  
Briefly describe the various safety programs of the laboratory.

VIII. Director's Assessment

- A. Major changes and accomplishments since last site visit (if applicable, including responses to Requirements and Recommendations).
- B. Areas of perceived strengths or weaknesses in the laboratory.
- C. Any problems you would like the accreditation process to review and attempt to offer suggestions for solving.
- D. Discuss emerging opportunities for new or expanded services; or expansion of facilities, equipment and personnel.

IX. Facility

Total square footage in the following areas:

1. Offices
2. Conference Rooms
3. Administration
4. Laboratories
5. Library
6. Maintenance and Storage
7. Client Reception
8. Other
9. Total laboratory square footage (Gross and net assignable):

## **Section Summary Forms**

The following summary questions are proposed to assist the applicant laboratory or the laboratory due for re-accreditation in providing the committee with a self assessment that will aid in determining the accredited status of the laboratory given its particular mission and the type of clientele and/or industry that it serves. **A Section Summary Form must be completed for each of the disciplines offered by the laboratory.**

If another laboratory is used as a principal referral service for any major group of tests or diagnostic service activity, provide confirmation of their competence.

### **Section Summary Form**

1. Describe any unique aspects of the mission and operating philosophy of this laboratory section that were not included in the overall description of the diagnostic laboratory.
2. Provide a summary statement listing each test service and the number of tests performed on an annual basis.
3. List personnel assigned to this section. Include position title, qualifications (education and experience), and FTE.
4. Assess the adequacy of physical facilities and major equipment essential to this section.
5. Describe personnel training programs and recent participation in continuing education programs.
6. Briefly describe activities in progress to expand or improve diagnostic services.
7. What specific aspects of laboratory operation would you like the accreditation team to address?
8. Describe areas needing improvement in this laboratory section, needs for personnel and/or equipment, and emerging opportunities for new or expanded services.
9. Estimate the average number of workdays required for the section to complete its investigation of a typical case and issue a written report.

## PERSONNEL QUALIFICATIONS

### DO NOT NAME INDIVIDUALS

POSITION	MINIMAL QUALIFICATIONS	PREFERRED QUALIFICATIONS	LIST ACTUAL QUALIFICATIONS
Director/Chief Administrator	1) DVM*; 2) 2 years experience in diagnostic laboratory medicine; 3) Broad knowledge of laboratory disciplines.	DVM and MS and PhD and Specialty Board Certification; 5 years experience in diagnostic veterinary medicine; management training; Broad knowledge of laboratory disciplines.	
Quality Manager	BS** in a biological science related field, + 2 years QA experience.	MS or PhD in a biological science related field, documented advanced QA training, QA certification.	
<b>Section Heads</b>			
Pathology	DVM and MS or 2 years residency in pathology.	DVM and PhD; Diplomate ACVP + 5 years experience.	
Clinical Pathology	DVM and MS or 2 years residency in clinical pathology.	DVM and PhD; Diplomate ACVP + 5 years experience.	
Toxicology	DVM and MS, or relevant PhD, and 3 years experience.	DVM and PhD; Diplomate ABVT + 5 years experience.	
Bacteriology	MS degree in microbiology + 2 years, or BS certified Medical Technician + 5 years experience in veterinary diagnostic bacteriology.	DVM and MS or DVM and PhD or PhD; Diplomate ACVM + 5 years experience in veterinary diagnostic bacteriology.	

American Association of Veterinary Laboratory Diagnosticians, Inc.  
Essential Requirements for an Accredited Veterinary Medical Diagnostic Laboratory

Virology	MS degree in microbiology and 2 years experience in veterinary diagnostic virology.	DVM and MS or DVM and PhD or PhD; Diplomate ACVM + 5 years experience in veterinary diagnostic virology.	
Serology	MS degree in microbiology and 2 years experience in veterinary diagnostic serology.	DVM and MS or DVM and PhD or PhD; Diplomate ACVM + 5 years experience in veterinary diagnostic serology.	
Molecular Diagnostics	MS degree in molecular diagnostics + 2 years, or BS certified Medical Technician + 5 years experience in veterinary molecular diagnostics.	DVM and MS or DVM and PhD or PhD + 5 years experience in veterinary molecular diagnostics.	
Analytical Chemistry	MS degree in chemistry + 3 years experience, or BS degree in chemistry and 5 years experience.	MS or PhD Board Certified (ABT) + 5 years experience in chemistry.	
<b>Professional Staff</b>			
Pathologists	DVM and MS or 2 years residency in pathology.	DVM and PhD; Diplomate ACVP + 5 years experience.	
Clinical Pathologists	DVM and MS or 2 years residency in clinical pathology.	DVM and PhD; Diplomate ACVP + 5 years experience.	
Diagnosticians	DVM with 2 years experience in diagnostic laboratory medicine.	DVM with advanced training in appropriate discipline and 5 years in diagnostic laboratory medicine.	

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<b>Technical/Clerical Staff</b>			
Laboratory Technicians Histotechnology Bacteriology Clinical Path Toxicology Serology Virology Molecular Diagnostics	High school + 2 years experience; or comply with existing state or university policy.	BS/MT/VT/HT/HTL as appropriate and 2 years experience.	
Technician Medical Records	High school + 2 years experience or Associates Degree and certification.	BS + 2 years experience and certification.	

Discuss on reverse side of this page current known deficiencies in this area and remedial programs in progress. (Reply is optional).

\*Or equivalent /comparable medical degree.

\*\*Or equivalent/comparable science degree.