

Minnesota Board of Veterinary Medicine BVM BITS



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Board Member Contact Information



Minnesota Board of Veterinary Medicine
2829 University Ave SE #401
Minneapolis, MN 55414
Phone: (651) 201-2844
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TTY: 1-800-627-3529

www.vetmed.state.mn.us
vet.med@state.mn.us
[Veterinary Practice Act](#)

2016 Board Member Appointments

On April 29, 2016, Governor Mark Dayton appointed Jody Grote of Richfield, MN to be a public member of the Board of Veterinary Medicine, replacing Sharon Todoroff. He also reappointed Dr. Ronald Swiggum, a mixed animal practice veterinarian, to the Board.



Ron Swiggum, DVM

Dr. Swiggum specializes in dairy, beef and small ruminant medicine and surgery. He is an active member in the veterinary community. Currently Dr. Swiggum is on the Minnesota Board of Veterinary Medicine and is a member of the MVMA and AVMA.

My name is Jody Grote. I am happy to be joining the Board of Veterinary Medicine. I am a mother of three and had been a pet owner for 13 years. I have a graduate degree and hold an active license in Special Education. I am an Assistant Regional Coordinator for an international non-profit group and a block captain in my neighborhood. From these experiences, I have gained knowledge and understanding of varied policies and procedures and how they are applied within organizations. I look forward to utilizing my skills in working with The Board of Veterinary Medicine.



Jody Grote, Public Member

The mission of the Minnesota Board of Veterinary Medicine is to promote, preserve, and protect the health, safety and welfare of the public and animals through the effective control and regulation of the practice of veterinary medicine.



Criminal Background Checks Begin

Starting on June 1, 2016, new applications received for a license to practice veterinary medicine in Minnesota will require a criminal background check. This requirement applies to first time applicants, applicants already licensed in another state, and previously licensed veterinarians seeking license reinstatement. The Board of Veterinary Medicine will be the 4th health-related licensing board to begin this process. All of the health-related licensing boards must require criminal background checks as part of new applications by January 1, 2018, per the legislative mandate of Minnesota Statute 214.075.

At the time of application, the fee of \$34.75 will be included in the application fee. The applicant will be sent a packet containing additional information and directions from the Health-Licensing Boards' Criminal Background Check Program. The applicant is then responsible for having her or his fingerprints taken promptly and for completing all required paperwork so as to not delay finalizing the license application. Previously taken fingerprints cannot be used. The fingerprints must be taken by local law enforcement or by the Criminal Background Check office here. Some agencies charge a fee for fingerprinting services. Fingerprinting can also be done without a fee by appointment at the Criminal Background Check Program office once the applicant receives the information packet about the process.



Fingerprints must be of sufficient quality and clarity to meet the standards of the Minnesota Bureau of Criminal Apprehension (BCA) and Federal Bureau of Investigation (FBI). Digital fingerprints recorded by LiveScan equipment have better detail than inked fingerprints. Professionals that use and wash their hands frequently may need several attempts to attain acceptable prints, due to wearing down of the ridges. Weight lifting and rock climbing also can cause problematic wearing. Tips to maximize the probability of getting acceptable initial prints include good hydration and use of hand lotion for several days before taking the prints.

A CBC that reveals a previously undisclosed criminal report will be handled confidentially and securely per BCA, FBI and Minnesota Data Practices requirements. The review process will be the same as for individuals that self-disclose a conviction of felony, gross misdemeanor or misdemeanor at the time of license application or renewal.

At some time point in the future, **veterinarians currently licensed** and those who have begun the application process prior to June 1, 2016, will also need to complete this requirement. A plan for how to do so for all of the health-related licensing boards will be presented to the legislature for review and public comment in the 2017 session.

Questions regarding the Criminal Background Check Program's processes and fingerprinting should be directed to the Criminal Background Check Program, 2829 University Avenue SE, Suite 555
Minneapolis, MN 55414-4202. Phone: (651) 201-2822 Email: cbc.staff@state.mn.us

Did You Record Your Physical Examination Findings?

When a veterinarian evaluates a patient for a wellness examination, systemic complaint, trauma, or before anesthesia, a physical examination is performed. Too often, the veterinarian neglects to record the vital signs, which include temperature, heart rate and respiratory rate. Simply noting that all systems are normal fails to indicate that the most basic components of a physical examination were actually measured.

Why is this important? Unlike in human medicine, the patient cannot tell the veterinarian its areas of concern to provide a more limited focus for the physical examination. The measurement of vital signs establishes baselines for that patient that can be used as reference points in the future. The act of determining these values also encourages actual auscultation of the heart and lungs which may uncover abnormalities that may not otherwise have been noted. These entries in a medical record are very helpful too to facilitate detection of potentially significant changes in a multi-doctor practice where different veterinarians may see the patient on a clinic visit or when a patient is referred.

Based on the language of Minnesota Rule 9100.0800, Minimum Standards, Subpart 4. Record keeping, abnormalities should be recorded and attributed to a tentative diagnosis. Too often, this requirement is overlooked.

Templates with mandatory fields for physical examination should include vital signs. Electronic medical records software may fail to do so. The oversight needs to be corrected to ensure that medical records meet minimum standards.

Medical Record Retention

Minnesota Rules Chapter 9100.0800, Minimum Standards of Practice contains the rules regarding medical record retention and release of medical records:

9100.0800, Subpart 4. **Record Keeping.**

C. Medical records and radiographs are the physical property of the hospital or the proprietor of the practice that prepared them. Records must be maintained for a minimum of three years after the last visit. Radiographs must be maintained for a minimum of three years.

D. Medical records, or an accurate summary of them, must be released to the animal owner or the owner's authorized agent, including the board, within two weeks of a written request. A reasonable charge for copying or preparation of a summary may be made, except in the case of a board investigation, in which case no charges are authorized.

Continuing Education

USDA APHIS MODULES



APHIS Approved Supplemental Training Modules are approved for continuing education credit for your renewal period but are classified as non-interactive by the Board if done online. If you earn 6 credit hours of APHIS modules, you may claim 2 hours of self-study CE for your license renewal.



Board Member Contact Information

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Tips: Who Else to Call?

Board of Animal Health: reportable diseases, rabies certificates, MN health certificates, animal identification

Board of Chiropractic Examiners: human chiropractors working on animals

Board of Pharmacy: compounding, drug label requirements, pharmacy or pharmacist complaints, license verification

DEA: controlled substances, DEA registration

MVMA: veterinary technician credentials and CE

USDA/APHIS: federal accreditation, health certificate requirements

DNR: wildlife questions

FDA: Veterinary feed directives, AMDUCA

Contact Information for Related Agencies

Minnesota Board of Animal Health:

625 Robert Street North, St. Paul, MN 55155

<http://mn.gov/bah/>

Phone: (651) 296-2942 Fax: (651) 296-7417

Drug Enforcement Agency:

100 Washington Avenue South, Suite 800 Minneapolis, MN 55401

www.deadiversion.usdoj.gov/index.html

DEA Regional Field Office at (612) 344-4136

National office toll free 1-800-882-9539

Minnesota Board of Pharmacy:

2829 University Avenue SE, Suite 530

Minneapolis, MN 55414

<http://www.pharmacy.state.mn.us/>

Phone: (651) 201-2825 Fax: (651) 210-2837

Minnesota Department of Health:

Joni Scheftel, DVM, MPH, DACVPM State Public Health

Veterinarian, 625 Robert St. North St. Paul, MN 55155-2538 651-

201-5107 joni.scheftel@state.mn.us

FDA Minneapolis State Liaison:

Ryan Benedict 612-758-7191 ryan.benedict@fda.gov

