

# Minnesota Board of Veterinary Medicine

## BVM BITS



### In This Issue...

Updated BVM Website



License Renewal & CE Extensions



Medical Record Retention



CE Reminder: Interactive vs. Non-Interactive



CE Planning Alert: WVC



Why Use Consent Forms?



Nonprofit Organizations



Board Member Info



Tips: Who to Call?



Related Agencies Contact



Minnesota Board of Veterinary Medicine  
2829 University Ave SE #401  
Minneapolis, MN 55414  
Phone: (651) 201-2844  
Fax: (651) 201-2842  
TTY: 1-800-627-3529

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

## Updated Board of Veterinary Medicine Website

The Board has a new website for the public and veterinarians to use as a resource for information. The site has multiple sections dedicated to each Board function.

Board   Complaints   Continuing Ed   Licensing and Registration   Online Services   Prescribing   Statutes   FAQs

Start with the header of the website, which contains navigation to the entire site.

Here is a breakdown of the pages contained in each category:

### Board

- Board Members
- Driving Directions to the Board
- Events
- Meeting Minutes
- Newsletter
- Reports and News

Find out who are the current Board members; directions and parking information; upcoming Board meetings; past meeting minutes; all of the newsletters; and miscellaneous news.

### Complaints

- Complaint Process and FAQ
- Definitions - Board Actions
- Disciplinary and Corrective Actions
- Non-Veterinarian Disciplinary Actions

Here is the information about the complaint process and the forms to register a complaint. Current and past Board actions are posted and available to the public to view.

### Continuing Ed

- Calendar of Approved CE Events
- Individual CE (for Veterinarians)
- Rules
- Sponsorship

Upcoming CE events approved by the Board can be found on the calendar. CE sponsorship forms can be downloaded. Rules governing CE are an important resource.

### Licensing and Registration

- Application - First Veterinary License
- Application - Previously Licensed in Another State
- Criminal Background Checks
- Drug Enforcement Administration License
- Equine Teeth Floating
- Fees
- Foreign Graduate Information
- Jurisprudence Exam
- Licensure
- Look up a License
- NAVLE
- Online License Maintenance
- Professional Firms
- Reactivating Inactive License
- Renewal
- Replacement or Duplicate License
- University of Minnesota Veterinary Medical Center Faculty
- Verification of License
- Veterinary Technicians

License applications and information; DEA contact information; Board-registered equine tooth floaters and regulations of tooth floaters; current Board fees; Look up licensing information (name, date, license number, issue/expiration); registering/renewing professional firms; forms to change license status; renewal information; information about replacing a lost or getting a duplicate license; license verification requests to and from Board.

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.



# Updated Board of Veterinary Medicine Website Continued...

The home page of the website begins with news from the Board and short cuts to various useful pages. Take a look at what is listed under each picture to quickly reach the information you need.

			
<b>Licensee</b> <ul style="list-style-type: none"><li>• <a href="#">Renewal</a></li><li>• <a href="#">License Verification</a> (Letter of Good Standing)</li><li>• <a href="#">Verification Help Document</a></li><li>• <a href="#">Contact Info Change</a></li><li>• <a href="#">Order Replacement or</a></li></ul>	<b>Applicants</b> <ul style="list-style-type: none"><li>• <a href="#">Application (New Grads)</a></li><li>• <a href="#">Application (Previously Licensed)</a></li><li>• <a href="#">Online Application</a></li><li>• <a href="#">Online Application Help</a></li></ul>	<b>Continuing Education</b> <ul style="list-style-type: none"><li>• <a href="#">Calendar of Courses</a></li><li>• <a href="#">Sponsor Approval Application</a></li><li>• <a href="#">Individual Veterinarian Approval</a></li></ul>	<b>Public Info</b> <ul style="list-style-type: none"><li>• <a href="#">File a Complaint</a></li><li>• <a href="#">Contact Board</a></li><li>• <a href="#">Look up a License</a></li></ul>

The bottom section contains information and links to commonly sought regulatory information and the quick link to the latest edition of the Board's newsletter.

<h3>Board of Pharmacy Guidance on the Compounding of Veterinary Products</h3> <p>The Minnesota Board of Pharmacy will temporarily exercise enforcement discretion by not requiring a pharmacy to become licensed as a manufacturer when it compounds and distributes a limited supply of veterinary products that are <b>needed in urgent or emergency situations</b>; where the health of the animal is threatened, where suffering or death of the animal is likely to result, from failure to treat.</p> <p><b>Note that this guidance will remain in effect only until the Board can promulgate appropriate rules related to this issue.</b></p> <p>Details regarding this guidance can be found in this PDF: <a href="#">Urgent and Emergency Veterinary Compounding Guidance</a>.</p>	<h3>Newsletter</h3> <p>The Board of Veterinary Medicine is now sending out a digital newsletter after Board meetings to keep you up to date with the latest news and information about veterinary medicine in Minnesota. Please click here to see the <a href="#">Fall 2015 edition of the newsletter</a>. If you did not receive this newsletter in May, please use this page to <a href="#">update your email address</a>.</p> <p><a href="#">Previous editions of the newsletter</a> can be found here.</p> 	<h3>Rabies Vaccination</h3> <p>The Minnesota Board of Veterinary Medicine is providing to all Minnesota licensed veterinarians a Rabies Vaccination Guidance Document. This document was created to be a reference document and provide information to veterinarians who administer rabies vaccine to companion animals.</p> <p>Click the link to view the document. If you are unable to open the document, please try using a different web browser or please visit our <a href="#">Other News</a> section for links to the documents. If you are still unable to access these documents, please send an email request to <a href="mailto:vet.med@state.mn.us">vet.med@state.mn.us</a> and PDF copies will be emailed to you.</p> <ul style="list-style-type: none"><li>• <a href="#">Guidance Document</a></li><li>• <a href="#">Rabies Vaccination Committee Report</a></li><li>• <a href="#">BAH/BVM letter to the Minnesota League of Cities</a></li><li>• <a href="#">Board of Animal Health's Recommendations to Veterinarians on How to Amend Rabies Certificates</a></li></ul>
---	--	--

## Board Member Openings 2016

**The Board of Veterinary Medicine has two openings for members in 2016:**

A licensed veterinarian residing in Minnesota to serve on the Large Animal Complaint Review Committee, and a public member to serve on the Impaired Veterinarian Complaint Review Committee. Applicants for the veterinary member must have an active Minnesota veterinary license, and at least 5 years of veterinary experience, preferably with large animals. The public member may not or never have been, a member of the veterinary profession, the spouse of any such person, or have a material financial interest in either the provision of veterinary service or an activity directly related to the profession.

## 2015 Board Member Appointments

Governor Dayton announced the appointment of Dr. Amy Kizer to the Board of Veterinary Medicine for a four year term on June 19, 2015. He also reappointed Dr. Michelle Vaughn for her second term. Dr. Vaughn is the current Board president. Both Dr. Kizer and Dr. Vaughn are small animal veterinarians. To learn more about Dr. Vaughn, please see the [Fall 2014 Board newsletter](#).

Dr. Kizer brings her veterinary experience with both small animals and a variety of exotic animals and fish. She is the veterinarian for the Sea Life Aquarium at the Mall of America, and teaches veterinary students at the University of Minnesota about veterinary care for small exotic animals. A 2002 graduate of the University of Minnesota, she owns and works at Louisa Pet Clinic in Eden, Minnesota.

The home page is regularly updated with news directly from the Executive Director and Board. Check the Board's home page to stay up to date with the latest news.

## License Renewal & CE Extensions

Even-numbered licenses **expire on February 29, 2016**. This year the Board implemented a new online renewal system that makes it easier for you to renew your license. You may notice new questions on your renewal. This information will be used by the Board to better characterize the profession, and develop targeted proactive education.

Because this is a new licensing system, **you need to create a user name and password to access the renewal site. This is different from your MVMA log in information.** [Click here](#) to get started.

Please remember that you need a total of 40 hours of continuing education credits from March 1, 2014 through February 29, 2016. Thirty of these hours must be interactive. It takes 30 actual hours of self-study to claim the maximum of 10 hours of non-interactive CE. Most on-line courses are non-interactive. There is a maximum of 10 hours allowed for practice management topics. If you will not have 40 hours prior to the renewal period, please contact the Board to ask for an extension.

Late renewals will be assessed a penalty of half the cost of renewal (\$100 active, \$50 inactive) beginning on March 1, 2016.



## Medical Record Retention

A veterinarian performing treatment or surgery on an animal or group of animals, whether in the veterinarian's custody at an animal treatment facility or remaining on the owner's or caretaker's premises, shall prepare a written record or computer record concerning the animals.

Per Minnesota Rules 9100, these medical records must be maintained for a minimum of three years after the last visit. Radiographs must also be maintained for a minimum of three years.

## Continuing Education

### Interactive vs. Non-interactive

Veterinarians are required to have a minimum of 40 hours of approved continuing education in the preceding 2 years at the time of their license renewal.

Thirty of those hours need to be interactive, as defined in Minnesota Rules 9100.1000. Interactive courses typically have the following features:

- Occur in real-time
- There's the ability to write or call in questions
- Other veterinarians participate at the same time

In contrast, taking a non-interactive course on the internet allows a veterinarian to learn from either a pre-recorded presentation or webinar at a time that is convenient, and may include a quiz to obtain credit.

These non-interactive courses should ideally be RACE approved and are considered self-study, so 3 hours of non-interactive CE would be needed for 1 credit hour of self-study. Please note that there is a limit of 10 hours that can be claimed for self-study. If in doubt about whether a web-based course would be considered interactive before enrolling, please check with the Board of Veterinary Medicine.



## CE Planning Alert

Western Veterinary Conference dates have changed to March 6-10 for 2016, thus falling outside of the audit range for continuing education credit (3/1/14-2/29/16) for the Minnesota license renewal period. Please plan your continuing education schedule accordingly if you typically attend the WVC for your CE hours.



# Why Use Consent Forms?

## Advantages of Consent Forms

The use of consent forms for veterinary treatment and procedures has become the standard of care. This means of documentation of client communication is a legal requirement in some states. In Minnesota, the use of a form is not required; however documentation of informed consent in the medical record is expected, as proof that the conversation took place.

**MN Rule 9100.0800 MINIMUM STANDARDS OF PRACTICE, Subpart 9. Informed consent.** A client shall be informed by the veterinarian, prior to treatment, of the treatment choices and reasonable medical or surgical alternatives including an estimated cost of the alternatives for consideration by the client.

Economic constraints often prevent a client from opting for an ideal diagnostic test, treatment or referral. Under the Minnesota Informed Consent rule, a veterinarian should include documentation in the medical record that these were recommended but the client declined. Should a complaint or civil suit result from a poor outcome of veterinary care for animal, this documentation is very important.

Templates for consent forms are readily available and can be adapted to an individual veterinary practice and the most common procedures. The forms should include risks of recommended diagnostics or treatments as well as a cost estimate. If the client declines recommended components, such as preanesthetic blood work, this decision needs to be captured as well. If the client opts for referral, written consent for sending the animal's medical record is needed. Euthanasia consent forms are very helpful too, and should capture the client's choice for disposition of the remains. In one available resource, Legal Consents for Veterinary Practices, veterinarians that are also attorneys offer a wide variety of templates as well as an explanation for why specific components of the template are necessary based on law or optional. The forms are also available in Spanish.

## Nonprofit Organizations Can Be Veterinary Clinics

Minnesota Statute 319B. PROFESSIONAL FIRMS addresses the governance of nonprofits providing professional veterinary services in section 319B.09. GOVERNANCE:

(a) Except as stated in paragraph (b), a professional firm's governance authority must rest with:

- (1) one or more professionals, each of whom is licensed to furnish at least one category of the pertinent professional services; or
- (2) a surviving spouse of a deceased professional who was the sole owner of the professional firm, while the surviving spouse owns and controls the firm, but only during the period of time ending one year after the death of the professional.

(b) In a Minnesota professional firm organized under chapter 317A and in a foreign professional firm organized under the nonprofit corporation statute of another state, **at least one individual possessing governance authority must be a professional licensed to furnish at least one category of the pertinent professional services.**

## Board Member Contact Information

Barbara S. Fischley, DVM  
8273 307<sup>th</sup> Ave. NE  
North Branch, MN 55056  
[barbara.fischley@state.mn.us](mailto:barbara.fischley@state.mn.us)

Amy Kizer, DVM  
Lexington Pet Clinic  
1095 Diffley Rd, Suite A  
Eagan, MN 55123  
[amy.kizer@state.mn.us](mailto:amy.kizer@state.mn.us)

Mary Olson, DVM  
East Central Veterinarians  
2004 Mahogany St.  
Mora, MN 55051  
[mary.j.olson@state.mn.us](mailto:mary.j.olson@state.mn.us)

David Richter  
36672 – 145<sup>th</sup> Ave.  
Montgomery, MN 56069  
[david.richter@state.mn.us](mailto:david.richter@state.mn.us)

Ronald Swiggum, DVM  
St. Charles Veterinary Clinic  
106 W. Circle Dr.  
St. Charles, MN 55972  
[ron.swiggum@state.mn.us](mailto:ron.swiggum@state.mn.us)

Ms. Sharon Todoroff  
6343 Pine Street  
Columbus, MN 55014  
[sharon.todoroff@state.mn.us](mailto:sharon.todoroff@state.mn.us)

Michelle Vaughn, DVM  
Shady Oak Veterinary Clinic  
10015 Minnetonka Blvd.  
Minnetonka, MN 55343  
[michelle.vaughn@state.mn.us](mailto:michelle.vaughn@state.mn.us)

## 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](http://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](mailto:joni.scheftel@state.mn.us)

### FDA Minneapolis State Liaison:

Ryan Benedict 612-758-7191 [ryan.benedict@fda.gov](mailto:ryan.benedict@fda.gov)

