

Model Training Program

The role of Veterinary Medication Clerks (VMC) allows licensed veterinarians in the state of Washington to delegate specific pharmaceutical responsibilities associated with the distribution of prescription medications.

Attached are several items to assist you in completing the application and training process for veterinary medication clerk registration. Items marked with an * are to be returned to this office with the required application fee:

- Introduction
- Application for Registration
- AIDS Education Requirements and Outline of HIV/AIDS Curricular Topics
- Reference RCW/WAC
- Training Requirements
- *Sponsoring Veterinarian Affidavit
- *AIDS Education Affidavit

AIDS Education Requirements For Health Related Professions

The Department of Health has been charged with implementing the mandatory AIDS Bill (ESSB 6221). All health related professions under the disciplinary authority of the Uniform Disciplinary Act [RCW 18.130](#) are affected.

Beginning on September 1, 1989, new applicants for veterinarian licensing, animal technician registration and veterinary medication clerk registration will be required to provide certification of having met the educational requirement. The department will accept courses taken since January 1, 1987 which fulfill the requirements of hours and topics.

You are required to have a minimum of four contact hours of education in the following six topics: Etiology and Epidemiology of HIV, Transmission and Infection Control, Testing and Counseling, Clinical Manifestations and Treatment, Legal and Ethical Issues—to include Confidentiality, and Psychosocial Issues to include special population considerations.

Acceptable Education: The Veterinary Board of Governors will accept education that is consistent with the topics outline provided in the AIDS Education and Training Attestation (Number six on the application).

Veterinary Medication Clerk Model Training Program

Introduction (Revised August 2016)

I. Purpose

A. On-the-Job Training Program

The purpose of this program is to provide a guide to be used by the sponsoring veterinarian for training of persons who apply for registration as a Veterinary Medication Clerk. The sponsoring veterinarian should ensure that training will provide the applicant with the skills necessary for the competent performance of certain delegated tasks related to handling legend medications and medication orders.

B. Statutory Compliance

In compliance with [RCW 18.92.015](#), this document is intended to provide a mechanism whereby a licensed veterinarian can qualify a person to be registered as a Veterinary Medication Clerk through a board-approved training program.

C. Accountability

It shall be clearly understood and acknowledged that the ultimate responsibility and liability for the training, qualification and supervision of the Veterinary Medication Clerk rests with the licensed veterinarian as defined in Section IV.

II. Laws

A. RCW

1. 18.92 Veterinary Medicine, Surgery and Dentistry
2. 69.41 Legend Drugs—Prescription Drugs
3. 69.50 Uniform Controlled Substances Act

B. WAC

1. 46-937 Veterinary Medication Clerks
2. 246-935 Veterinary Technicians

III. Authorized Pharmaceutical Tasks—Supervision Requirements

A. Direct Supervision by a Licensed Veterinarian

The veterinarian is on the premises and is quickly and easily available.

1. Selecting the Medication
2. Counting of Medication
3. Labeling of Medication
4. Packaging of Medication

B. Indirect Supervision by a Licensed Veterinarian

The veterinarian is not on the premises, but has given either written or verbal instructions with regard to the handling of the medication.

Note: The requirements in (B) above are to be construed as minimal requirements. At the discretion of the Sponsoring Veterinarian, these tasks can be required to be delegated under direct supervision as a matter of practice policy.

IV. Definitions

A. For the purposes of this manual the following definitions are used:

1. Sponsoring Veterinarian—The licensed veterinarian charged with the responsibility of administering the training program.
2. Supervising Veterinarian—The licensed veterinarian who has the responsibility of direct or indirect supervision of the registered Veterinary Medication Clerk.
3. Sponsoring Practice—The practice wherein the applicant is trained for and registered as a Veterinary Medication Clerk.
4. Dispensing Veterinarian—The licensed veterinarian who has primary responsibility for the care and treatment of a patient.

V. Outline of HIV/AIDS Curricular Topics

A. Etiology and Epidemiology of HIV

1. Etiology
2. Reported AIDS cases in the United States and WA State
3. Risk groups/behaviors

B. Transmission and Infection Control

1. Transmission of HIV
2. Infection Control Precautions
3. Factors affecting risk for transmission
4. Risk for transmission to health care worker

C. Testing and Counseling

1. IV test information
2. Pre-test counseling
3. Post-test counseling

D. Clinical Manifestations and Treatment

1. Clinical manifestations of HIV infection
2. Case management
3. Physical care
4. Psychosocial care
5. Home care
6. Resources

E. Legal and Ethical Issues

1. Confidentiality as defined in the AIDS omnibus bill
2. Informed consent
3. Legal reporting requirements
4. Ethical issues
5. Civil rights

F. Psychosocial Issues

1. Personal impact of HIV continuum
2. The human response to death and dying
3. Issues for care providers
4. Family issues
5. Special populations

Training Requirements

VI. Definitions, Abbreviations, and Calculations

A. Definitions

The applicant should be familiar with the following terms and their meanings:

1. Drug
 - a. Substances recognized in the Official United States Pharmacopoeia or the Official Homeopathic Pharmacopoeia of the United States;

- b. Substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals;
 - c. Substances (other than food) intended to affect the structure of any function of the body of man or animals; or
 - d. Substances intended for use as a component of any substances specified in a., b., or c. above, but not including devices or the component parts or accessories.
2. Controlled Substance
 - a. A drug, substance or immediate precursor in Schedules I through V or Article II (RCW 69.50.101).
 3. Brand Name
 - a. The proprietary or trade name selected by the manufacturer and placed upon a drug, its container, label, or wrapping at the time of packaging.
 4. Generic Name
 - a. The non-proprietary name of a drug or drug ingredients.
 5. Legend Drug
 - a. Any drug which is required by federal or state law or regulation of the State Board of Pharmacy to be dispensed on prescription only or restricted to the use by practitioners only.

B. Abbreviations

1. The Veterinary Medication Clerk should be knowledgeable as to the abbreviations applied to pharmacy procedures and any practice-specific abbreviations used within the sponsoring practice.
2. The following list of abbreviations constitutes the minimum basis for knowledge of abbreviations:

b.i.d.....	Twice a day	tblsp.....	Tablespoon
t.i.d.....	Three times a day	ml.....	Milliliter
q.i.d.....	Four times a day	cc.....	Cubic centimeter (ml)
q. 4 hr, etc.....	Every 4 hours, etc	mg.....	Milligram
Sig.....	Directions for use	gm.....	Gram
o.u.....	Both eyes	kg.....	Kilogram
o.s.....	Left eye	oz.....	Ounce
o.d.....	Right eye	pt.....	Pint
>.....	Greater than	u.....	Unit
<.....	Less than	I.U.....	International units
q.s.....	As much as sufficient for total finished volume	prn.....	As needed
tsp.....	Teaspoon		

3. The following list constitutes the minimum basis for knowledge of apothecary equivalents:

15 mg.....= 1/4 grain (gr)	5 ml.....= 1 tsp
30 mg.....= 1/2 gr	28 ml.....= 1 ounce (oz)
1 gr.....= 65 mg	1 oz.....= 28 gm
20 drops.....= 1 ml	1 kg..... = 2.2 lb. (#)

4. The following abbreviations constitute the minimum basis for knowledge of routes of administration:

I.M.....Intramuscular(Iy)	P.O.....Per os (by mouth)
S.C. or S.Q.....Subcutaneous(Iy)	TopicalOn the surface of the body
I.P.....Intra peritoneal(Iy)	Orally.....By mouth
I.V.....Intravenous(Iy)	Parenteral.....Refers to injection of drugs into a patient's body

C. Calculations

1. The applicant should have adequate mathematical skills in order to perform necessary calculations when filling a medication order.
 - a. The applicant should be tested for calculation competency by utilizing sample problems such as:
 1. Calculate the number of 100 mg tablets necessary to treat an animal weighing 22 pounds for 10 days at a dosage rate of 10mg/kg. b.i.d.
2. Counting, Labeling, and Packaging
 - a. The applicant should be familiar with the sponsoring practice's protocol with regard to the logistics of counting, labeling, and packaging.
 - b. Counting, labeling and packaging shall be performed under the direct supervision of the supervising veterinarian or the dispensing veterinarian when such tasks are performed by an applicant, registered Veterinary Medication Clerk, or registered Veterinary Technician (per RCW 18.92).
 - c. Labeling and packaging shall be performed according to the applicable section of RCW 69.41.050. Such labeling and packaging includes, but is not limited to the following:
 - Name of the client and identification of the animal
 - Name and strength of drug
 - Date dispensed
 - Name of prescribing veterinarian
 - Complete directions for use
 - Amount of drug dispensed
 - Name and address of prescribing veterinarian

- d. A review of the packaging protocol of the sponsoring practice, including but not limited to: the use of child-proof containers, methods for proper handling of dispensed medication (i.e., must be refrigerated, shake well before using, etc.) shall be part of the training process.

Note: Additionally, a record of all drugs administered or dispensed shall be kept in the client's record. The Veterinary Medication Clerk should assure that an entry is made by the dispensing veterinarian in the appropriate record.

3. Ordering, Stocking, Inventory and Delivery of Medications

- a. Ordering, stocking, inventory and delivery of medications may be performed under the indirect supervision of the dispensing veterinarian or the supervising veterinarian.
- b. Medication can be delivered only after a final check of the packaged medication by the supervising veterinarian or dispensing veterinarian. The final check shall include, but not be limited to, assurance as to the proper medication, the appropriate patient/client, the amount and strength of the medication, the correct directions for use and proper packaging.
- c. A review of the sponsoring practice's protocol for ordering, stocking and inventory should be conducted by the supervising veterinarian for any applicant, licensed Veterinary Medication Clerk, or registered Veterinary Technician who shall have responsibility for those duties.

4. Medication Categories

- a. Medications can be prescribed only by a licensed veterinarian, but the applicant, registered Veterinary Medication Clerk, or registered Veterinary Technician should be familiar with the names of the commonly dispensed drugs in the sponsoring practice. A review of the drugs utilized in the sponsoring practice and knowledge of the category under which they fall is required. Such a list of categories includes, but is not limited to:
 - Antibiotics
 - Anthelmintic Drugs
 - Cardiac Drugs
 - Topical Medications
 - Diuretics
 - Anti-inflammatory Drugs
 - Hormones
 - Otic Preparations
 - Sedatives/Tranquilizers
 - Ophthalmic Preparations
 - Anti-fungal Drugs

5. Excluded Tasks

- a. The supervising veterinarian, dispensing veterinarian, applicant, registered Veterinary Medication Clerk, and registered Veterinary Technician must be aware that the following functions cannot be delegated by the veterinarian to any non-veterinarian.
 1. Consultation with a client regarding the medication order and/or any information involving professional clinical judgment.
 2. Delivery of any medication without the authority of the supervising or dispensing veterinarian.
 3. Delivery of any medication without written authority being entered in the patient's record by the dispensing veterinarian.
 4. Interpretation and/or identification of the contents of a prescription document. This means the dispensing veterinarian is responsible for assuring the correct medication is dispensed
 5. Determination of the product dispensed.
 6. Extemporaneous compounding of a medication order.
 7. Interpretation of data in a patient record.
 8. Any duties required by law to be performed by a licensed veterinarian.
 9. Class I, II, III, IV, or V controlled substances are not included in, and are specifically excluded from, any duties that a registered Veterinary Medication Clerk may perform.