



Circular Ref: VMANS-VPRD Ref: 02/2013

5<sup>th</sup> December, 2013

To: All Veterinarians

### **Record Keeping by the Veterinarian**

The Veterinary and Phytosanitary Regulation Department would like to remind all veterinarians of the importance of record keeping. This is especially important in view of the proposed legislative changes that could make possible the availability of a number of veterinary medicinal products which up until now have been restricted due to legislative constraints.

The registers where the records are kept shall consist of consecutively numbered pages and be kept in a neat, easy to refer manner for at least three years.

In the case of an electronic record, security mechanisms approved by the Veterinary and Phytosanitary Regulation Department shall be in place to prevent the tampering of data and an audit trail of entries and deletions.

The Records kept by the veterinarian shall consist of the following types:

#### **1. Record of Administered Medicines**

Veterinarians shall keep records of animals treated in the clinic; amongst which it shall be mandatory to keep records of:

- a. animals treated in accordance with the cascade (regulation 10 and 11 of S.L 437.47)
- b. animals treated with narcotic and psychotropic substances;

The records should contain the following minimum information:

- a. the name of the veterinarian;
- b. the date of examination of the animals;
- c. the result of the veterinarian 's clinical assessment;
- d. the name, strength and dosage form of the product;

- e. the name quantity of the active substances;
- f. the date of administration of the product;
- g. the doses and amount administered or supplied;
- h. the duration of treatment;
- i. the name and address of the owner;
- j. the identification of the animals treated;
- k. the withdrawal period assigned (if applicable)

## **2. Records of Purchases and Sales**

Veterinarians shall keep records of the following transactions:

- a. The sale of every veterinary medicinal product which requires a prescription as established by regulation 60 of Subsidiary Legislation 437.47.
- b. Every purchase and sale of the drugs listed in the Second Schedule to the Drugs (Control) Regulations S.L. 31.18.
- c. Every purchase and sale of drugs as required by rules or regulations made under the Dangerous Drugs Cap. 101. Ordinance.

## **3. Pink Copy of the Prescription**

Veterinarians shall compile a register with the pink copies of the official veterinary prescriptions for food-producing animals. These must be kept for a period of not less than 3 years.

## **4. Proof of Purchase**

The veterinarian must keep proof of purchase of all veterinary medicinal products acquired for the clinic (or, if they were not bought, documentary evidence of how they were acquired) for a period of not less than 3 years.

Thank you for your co-operation.

Stephen Spiteri

Principal Pharmacist  
Veterinary Medicines and Animal Nutrition Section  
Veterinary Regulations Directorate  
Veterinary and Phytosanitary Regulation Department