

# Guide on the Learning Modules Series

## Foundations for Medical Record Keeping: Companion Animal



A self-study module series is available as a resource for veterinarians and veterinary teams who are seeking education in understanding the requirements for companion animal medical record keeping.

The three modules, which are facilitated by the College Practice Advisor, Dr. Susan Sabatini, focus on the following areas:



### Part 1: Introduction to Medical Record Keeping

(15 minutes)

Learning Objectives for Part 1

1. Raise your awareness of the importance of maintaining quality medical records.
2. Identify benefits of complete medical records for veterinarians, staff, clients, and patients.
3. Introduce the legal requirements and College expectations for medical records.
4. Consider options for record organization by exploring different record formats.



### Part 2: Components of a Complete Medical Record

(60 minutes)

Learning Objectives for Part 2

1. Review legal requirements and College expectations for maintaining a complete medical record.
2. Consider ways to improve efficiency and consistency in record keeping.

Use the Main Menu in Part 2 to navigate to a particular topic:

- |                            |   |
|----------------------------|---|
| 1. Identification          | 7. Surgical Treatments, Anesthesia        |
| 2. Date, History           | 8. Administering, Prescribing, Dispensing |
| 3. Weight, Physical Exam   | 9. Advice, Reports, Invoices              |
| 4. Assessment              | 10. Controlled Drug Log                   |
| 5. Informed Client Consent | 11. Other Logs                            |
| 6. Medical Treatments      | 12. Health History Summary                |



### Part 3: Medical Record Maintenance & Security

(10 minutes)

Learning Objectives for Part 3

1. Review the requirements for maintaining records.
2. Review the requirements for safeguarding of medical record information.
3. Gain an understanding of the requirements for maintaining a record audit trail.

This learning module series is considered complete when all three sections of the series have been reviewed.

### How can the module series be used?

Veterinarians and veterinary teams can take advantage of these modules to ensure their record keeping skills fulfill all the necessary requirements in supporting the care and services provided to clients and patients.

There are a number of ways the modules may be used:

- As a training resource for veterinary students, new veterinarians, or new veterinary team members
- As a Continuing Professional Development (CPD) activity for veterinarians and veterinary technicians
- As part of remediation activities in cases where record keeping is a concern (and in conjunction with other prescribed activities, e.g. PRMR)
- As a resource on medical record keeping requirements related to Facility Accreditation
- As a resource for veterinarians in other jurisdictions where medical record keeping requirements and expectations are similar to those in Ontario

A suggested self-directed learning plan to use the modules:

1. Fill out the Self-Assessment tool on the College's website (pre-assessment).

Self-Assessment of Medical Records Tool Components:

- [Self-Assessment Instructions](#)
- [Self-Assessment Form - Companion Animal](#)

2. Complete the online learning modules series, Foundations for Medical Record Keeping.
3. Apply medical record requirements to your record keeping for one month.
4. Fill out the Self-Assessment tool on the College's website to evaluate your record-keeping after completing the modules (post-assessment).
5. Review the online modules again if needed.

[Learning modules](#) can be found on the College website.

Participants are invited to share their feedback on the module series by completing a [brief survey](#).