

## Guidelines for record keeping

### Footrot Virulent

This document describes the correct process for recording all information (including minimum mandatory data requirements) in BIS (Biosecurity Information System) when diagnosing Footrot.

#### Know your record-keeping obligations:

The State Records Act 1998 requires NSW government agencies to keep full and accurate records of their activities. In addition to ensuring the agency fulfills its legal obligations under the State Records Act 1998, file notes and written records are important because they:

- Tell us what, where and when something was done or why a decision was made;
- Help us remember events and transactions and provide evidence of business activities;
- Support compliance action and any potential litigation (provides evidence);
- Demonstrate justification for a decision;
- Provide for open and transparent decision making;
- Improve accountability - internal and external; and
- Help fulfill other legal obligations

#### Australian Veterinary Association record keeping obligations:

From the AVA Code of Professional Conduct, "Veterinarians must maintain adequate records as an aide-memoire to facilitate optimal treatment, for communication within multi-practitioner practices, and for legal and statutory purposes".

An interesting article posted on <http://www.ava.com.au/12033>, noted and identified:

- "One of the most important tasks in the veterinary profession is to record everything that we do"
- "all records must be sufficiently detailed to allow any independent person ... to know exactly what has been done to an animal or group of animals under care and the reasons why. "

## Minimum mandatory data requirements

Supporting policy, listed below is a summary of minimum mandatory data used for state level reporting of management of Footrot Virulent confirmed cases.

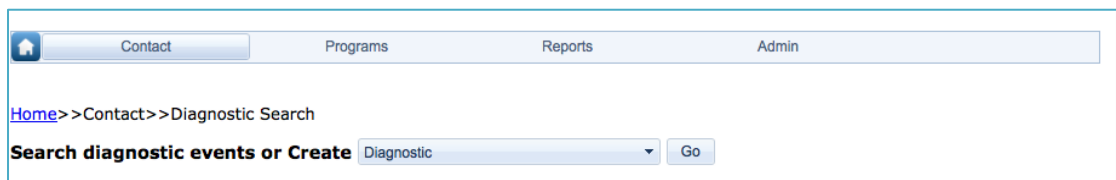
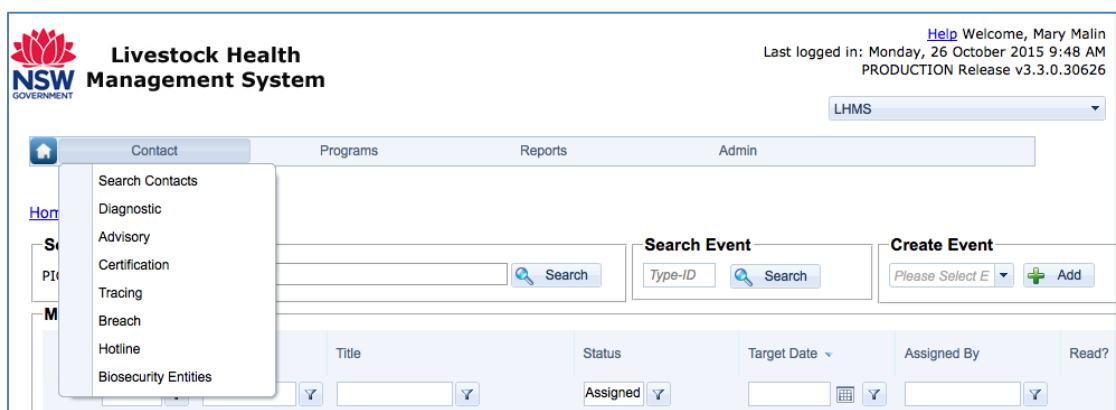
These fields are listed and highlighted thought-out this document for your reference.

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Field name	Expected value or selection
PIC Holding	PIC number for affected property
Event Date	Date of field surveillance
First Contact Date	Date of initial contact with PIC holder
Final Diagnosis	Footrot Virulent
Quarantine Type	Select applicable quarantine
Commencement Date	Start date of quarantine type
End Date	End date of quarantine type
Stock Quarantined - Species	Sheep or Goat
Stock Quarantined - Count	Number of stock in quarantine
Release Date	When applicable, date released from quarantine and Footrot clear
Diagnostic Event Status	Event to remain open & not complete until footrot clear and released from quarantine

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# 1 Create a new diagnostic event



## Steps:

Field name	Expected value or selection
1. Contact	Select 'Contact' from the menu bar
2. Create	Select 'Diagnostic' and click 'Go'

## 2 Enter diagnostic event details

### 'General Details':

General details completed example:

General Details	Clinical Exam	Field Tests	Lab Tests	Diagnosis	Advice/Plan	Tracing	Breach	Alert Status	History
<p><b>General Details</b></p> <p>Event Date *: 17/10/2013 4:04 F <input type="text"/> <input type="calendar"/></p> <p>First Contact Date: 14/10/2013 4:04 F <input type="text"/> <input type="calendar"/></p> <p>End Date: <input type="text"/> <input type="calendar"/></p> <p>Scheduled Date: <input type="text"/> <input type="calendar"/></p> <p>Assigned To: <input type="text"/></p> <p>Contact Method: Visit Property <input type="text"/></p> <p>Presenting Complaint *: Lameness /Muscoskeletal signs <input type="text"/></p> <p>Vet/Ranger *: Samantha Allan <input type="text"/></p> <p>Differential Diagnosis *: Footrot - virulent <input type="text"/></p> <p>Program *: Footrot <input type="text"/></p> <p>Project: Please select an item from list <input type="text"/></p> <p><b>Notes</b></p> <p>Private Practitioner: <input type="checkbox"/></p> <p>Diagnostic Performed By: <input type="text"/></p> <p>People Present: <input type="text"/></p> <p>Notes: <input type="text"/></p> <p>Received a phone call from Mrs Smith 14/10/13 concerned about lameness in a mob of 80 merino ewes with 100 lambs at foot, ready to be weaned, inspected on 17/10/13 and found lesions consistent with VFR, on following days checked other mobs on 3 properties and found no more VFR lesions in any other mobs</p> <p><input type="button" value="Design"/> <input type="button" value="Preview"/></p>									

### Steps:

Field name	Expected value or selection
1. Select PIC Holding:	Enter in Property Identification Code (PIC)
2. Event Date:	Enter in date of field surveillance
3. First Contact Date	Enter in the date of the first contact / call
4. Contact Method:	Select Visit property
5. Presenting complaint:	Enter relevant complaint such as "Lameness"
6. Vet/Ranger:	Enter the name of the officer who conducted the field surveillance
7. Differential Diagnosis:	Enter relevant differential diagnosis such as "Footrot - virulent"

8. Program:	Enter relevant programs such as "Footrot"
9. Notes:	Enter in relevant notes such as details for the initial call
10. Click save	*Not shown on the above example

### 3 Enter diagnostic event details

#### 'Clinical Exam':

Clinical Exam completed example:

The screenshot displays a software interface with several tabs: General Details, Clinical Exam, Field Tests, Lab Tests, Diagnosis, Advice/Plan, Tracing, Breach, Alert Status, and History. The 'Clinical Exam' tab is active. Under the 'Signalment' section, the following fields are visible: Species (Sheep), Breed (Dohne), Sex (Mixed sex group), Age (Mixed age group), Specific Age, At Risk, Affected(Inc. Dead), and Dead. Below this, the 'Notes' section contains three text areas: 'Clinical History', 'Clinical Exam', and 'Necropsy', each with a rich text editor toolbar.

#### Steps:

Field name	Expected value or selection
1. Species:	Select Sheep or Goat
2. Clinical History:	Enter details of the <u>flock history</u> including previous history of footrot, recent introductions to the flock, recent treatments to suppress lesions and recent movements
	Enter <u>assessment of environmental conditions</u> including rainfall in previous 3

months, nature of pasture (detailing clover and dry matter), daily mean temperature in previous 4 weeks

**3. Clinical Exam:**

Enter tipping exam details along with foot score report summary and attach a copy of the foot score report

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## 4 Enter diagnostic event details 'Lab Tests':

**Lab Tests completed example:**

**Steps:**

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Field name	Expected value or selection
1. Date sampled:	Enter in date of sample collection
2. Notes to lab:	Enter in specific note for laboratory staff
3. Specimen Advice	Tick "Diagnosis", 'Exotic/Notifiable'
4. Save	Click 'Save' - not shown on the above image

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## 5 Enter diagnostic event details

'Diagnosis':

Diagnosis completed example:

The screenshot shows a web application interface with a navigation bar at the top containing tabs: General Details, Clinical Exam, Field Tests, Lab Tests, Diagnosis, Advice/Plan, Tracing, Breach, Alert Status, and History. The 'Diagnosis' tab is selected. Below the navigation bar, the 'Diagnosis Details' section is visible. It contains the following fields:

- Final Diagnosis: Footrot - virulent
- Final Diagnosis Date: 2001/2015 2:56 P
- Evidence Based Exclusions: (empty text area)
- Lab Reference No.: (empty text area)
- Case Of Interest:
- Case Of Interest Note: (Rich text editor with a toolbar and a large text area)

At the bottom of the 'Case Of Interest Note' field, there are 'Design' and 'Preview' buttons.

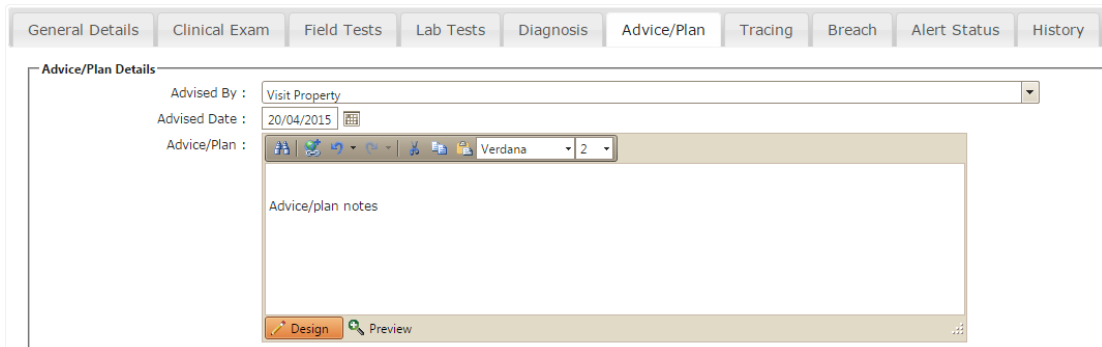
Steps:

Field name	Expected value or selection
1. Final Diagnosis	Enter in 'Footrot - virulent'
2. Lab Reference No.	If a sample was collected to diagnosis Footrot virulent enter in the lab reference number from the lab report
3. Save	Click 'Save' - not shown on the above image

## 6 Enter diagnostic event details

'Advice/Plan':

**Advice/Plan completed example:**



The screenshot shows a software interface with a tabbed menu at the top. The 'Advice/Plan' tab is selected. Below the tabs, the 'Advice/Plan Details' section is visible. It contains three fields: 'Advised By' with a dropdown menu showing 'Visit Property', 'Advised Date' with a date picker showing '20/04/2015', and 'Advice/Plan' with a rich text editor. The rich text editor has a toolbar with icons for bold, italic, underline, text color, background color, and font size (set to 2). The text area is empty and labeled 'Advice/plan notes'. At the bottom of the editor are 'Design' and 'Preview' buttons.

**Steps:**

Field name	Expected value or selection
1. Advised By:	Select the contact method used to provide advice  This section is to be used when additional advice on the current diagnosis has been provided.
2. Advised Date:	Enter in the date of when advice was provided
3. Advice Plan:	Enter in details of the advice provided
4. Save	Click 'Save' - not shown on the above image



## 7 Enter diagnostic event details

### 'Alert Status':

#### 7.1 Alert Status completed example:

The screenshot shows a software interface for managing alert status. The 'Alert Status' tab is selected, showing a form with the following details:

- Alert Status:** Current Pic Alert Status: Quarantined; Alert Status: Quarantined; Update PIC Alert Status:
- Quarantine Details:** Quarantine Type: Undertaking; Program: Footrot; Party Involved: ; Land Or Stock: ; Notes: (Rich text editor)
- Dates:** Commencement Date: 21/01/2015; End Date: ; Released Date:

#### Steps:

Field name	Expected value or selection
1. Alert Status:	Select 'quarantined' when diagnosis of Footrot virulent and an undertaking has been agreed, or issued. Select 'clear' if eradication plan / management plan implemented and completed.
2. Update PIC Alert	Tick when selecting a new or changing the Alert Status
3. Status:	
4. Quarantine Type:	Select undertaking or 40 day quarantine (depending on which is being issued)
5. Program:	Footrot
6. Land or Stock:	Land
7. Party Involved:	Enter name of parties listed on the undertaking or 40 day quarantine
8. Notes:	Enter in relevant notes related to the undertaking or 40 day quarantine
9. Commencement Date:	Enter in the start date of the undertaking or 40 day quarantine
10. End Date:	Enter in the end date of the undertaking

or 40 day quarantine

## 7.2 Stock quarantined section of 'Alert Status':

### Steps:

Field name	Expected value or selection
11. Add new stock	Click "Add new stock" button. Not shown above
12. Species	Select species
13. Count	Enter number of stock in quarantine
14. Save	Click green check mark to save stock quarantined

### 7.3 Management plan section of 'Alert Status':

#### Steps:

Field name	Expected value or selection
15. Signed Management Plan:	Tick box if eradication plan has been agreed
16. Audited & Complete:	Tick box when eradication plan has been completed
17. Plan Start Date:	Entered eradication plan start date
18. Plan End Date:	Entered eradication plan end date
19. Notes	Enter in specific notes about the plan. Add a note when the plan has been completed for example Footrot Virulent has been resolved sighting evidence such as <u>23 clean release inspections of all infected mobs followed by the formal 'release' completed inspection completed.</u> The details of the clean release inspection if carried out by LLS or DPI to be recorded as a separated diagnostic event.
20. Attachments	Not shown on the above image. Attach any relevant documents (signed plans and orders) and photos (foot scores)
21. Save	Click 'Save' - not shown on the above image



## 7.4 Closing the diagnostic event

Once Footrot virulent has been diagnosed and recorded in BIS the diagnostic event will need to remain open until the Footrot issue has been resolved.

The screenshot shows the 'LHMS - Diagnostic' interface for a specific event (ID: 26890). The interface includes a navigation bar with tabs for 'General Details', 'Clinical Exam', 'Field Tests', 'Lab Tests', 'Diagnosis', 'Advice/Plan', 'Tracing', 'Breach', 'Alert Status', and 'History'. The 'Alert Status' tab is active, displaying fields for 'Current PIC Alert Status' (Completed), 'Alert Status' (Completed), and 'Update PIC Alert Status' (Completed). Below this, the 'Quarantine Details' section shows 'Quarantine Type' (40 Day Quarantine), 'Program' (Footrot), and 'Parties Involved'. The 'Management Plan' section includes 'Signed Management Plan' (unchecked), 'Advice & Compliance' (unchecked), and 'Plan Start Date' (20/01/2020). The 'Release Date' field is currently empty, which is the focus of the instructions provided.

Field name	Expected value or selection
22. Release Date:	Enter in the date of when release for undertaking or 40 day quarantine is complete and property is free from Footrot. For example 3 clean release inspections have been completed and no signs of Footrot.
23. Complete Event	Click 'Complete' once eradication plan has been completed and Footrot Virulent has been resolved.

APPENDIX

End to end process flow from notification, field surveillance, diagnosis, issuing and managing undertaking, release from quarantine

