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North Texas Veterinary Group

North Texas Veterinary Group Policies and Procedures

I. The Parties. This Policy & Procedures Agreement Form ("Agreement") is made effective as of _____, 20____, by and between:

Relief Veterinarian: *Wanda Yoder, DVM* of North Texas Veterinary Group, ("Veterinarian")

AND

Client Organization/Clinic: _____ with a street address of _____, City of _____, State of _____ ("Clinic"). The Clinic and its interests are represented by the Client

AND

Client/Clinic Representative: _____ ("Client"). The Client is responsible for Veterinarian Compensation.

Employment relationship

1.1 North Texas Veterinary Group relief vets holds a Texas veterinary license in good standing with the Texas state board of veterinary medical examiners and is engaged in the practice of veterinary medical and surgical services as a relief veterinarian

1.2 North Texas Veterinary Group is an independent contractor and not a clinic employee.

1.3 North Texas Veterinary Group is free to practice elsewhere without restriction

1.4 North Texas Veterinary Group is free to practice veterinary medicine in any manner considered to be reasonable and ethical under the Veterinary Practice Act for the state of Texas

II. Responsibilities

Relief Veterinarian Responsibilities and Requirements

The relief veterinarian must:

2.1 Have a current Texas license to practice Veterinary Medicine

2.2 Provide own liability insurance

2.3 Be responsible for own travel and business expenses

2.4 Be responsible for own FICA and Federal withholding taxes.

2.5 Practice veterinary medicine in compliance with the Texas State Veterinary Practice Act, and be competent in medicine and surgery in small animals. Exotic animals and cases including orthopedics may be referred.

Client Responsibilities

2.6 The client will provide a safe, well - equipped working environment

2.7 The relief veterinarian may utilize all clinic staff, drugs, and equipment



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2.8 The client will provide no benefits (worker's compensation, unemployment insurance, and medical or disability insurance.) usually reserved for its employees.

2.9 The client will make arrangements for coverage of any after - hours emergencies.

III. Services. The Veterinarian with the North Texas Veterinary Group agrees to provide small animal wellness and routine care, small animal internal medicine, routine small animal soft tissue surgeries, including spay, neuter, and minor mass removals, and routine small animal dentistry.

Small animal emergency surgeries will be provided on a case-by-case basis. The Veterinarian reserves the right to refer to the nearest emergency facility. Basic exotics/pocket pet care provided on a case-by-case basis.

The Veterinarian **will not** provide the following services: declawing, debarking, orthopedic procedures, avian medicine, or large animal medicine.

For the Veterinarian to provide small animal dentistry services, adequate equipment is required. If dental radiographs are not available extractions will be made at the discretion of the relief veterinarian.

IV. Lunch Policy. A scheduled lunch break of at least 30 minutes is required by the Veterinarian. As outlined in the service agreement; for shifts exceeding 8 hours, a maximum of 1-hour unpaid lunch break may be scheduled where the Veterinarian is off the premises. Any time on premises performing patient care, call backs, charting, etc. is required to be paid.

V. Hospitalized Cases. All cases requiring hospitalization will be transferred to the next doctor on staff. If the next doctor on staff is unavailable for transfer and/or no overnight care is provided at your hospital, the case will be transferred to the nearest emergency/24hr hospital or released back to the owner with a planned next day follow up.

VI. Surgical Cases. Routine surgical cases will be performed after a scheduled meet and greet at the hospital where the Veterinarian will be performing surgery. Whether or not surgical cases are performed will depend on the Veterinarian's comfort level with the client's staff and equipment. Emergency surgical cases will be performed on a case-by- case basis and will be referred to the nearest emergency hospital if deemed necessary at the Veterinarian's discretion. The Veterinarian reserves the right to decline to perform any surgery if proper monitoring and staff is not provided, the animal is deemed unhealthy/unstable, or the surgery is out of the comfort level of the Veterinarian.

VII. Case Follow-Up. The Veterinarian may be contacted via phone call or text message with questions regarding cases for clarification purposes only if unclear from examination notes. Absolutely no pet owner communication or case follow up will occur outside of agreed upon hours. In the event case clarification is needed, the Veterinarian will respond within a 24-hour period.

VIII. Payment. Payment is to be made out to North Texas Veterinary Group, PLLC at the end of each shift unless other arrangements have been agreed upon by both parties in writing. If working more than 1 shift per week (Monday - Sunday), payment will be due by the end of the last shift for each week unless other arrangements have been agreed upon by both parties in writing. Rates are as outlined in the service agreement. An invoice will be emailed at the conclusion of each shift.



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8.1 North Texas Veterinary Group is hired for the dates set forth in addendum A

8.2 The fees are as follow:

- a. Weekdays general practice or surgery (M-F) full day shifts up to 8 hours flat rate \$900. Maximum 1 hour unpaid lunch break for 8 hour shifts. 1/2 day up to 5 hours \$650 flat rate.
- b. Weekends general practice (Sat/Sun) \$150/hr with minimum fee of \$650. Emergency Weekday \$160/hr. Emergency Weekend or Overnight \$200/hr
- c. Federal Holidays (may include day before and day after) \$200/hr.
- d. Surgery shifts are differentiated from general practice/wellness shifts and will be scheduled as such. If all surgeries are completed and all surgery patients have recovered/returned to their owners, the North Texas Veterinary Group veterinarian will consider the shift ended and the client will be responsible for the agreed upon fee.

8.3 Overtime charges will be billed for any time worked past scheduled shift or through agreed lunch break. Overtime will be charged in 15 minute increments at \$150/hr.

8.4 This contract is effective for the dates outlined in Addendum A, and terminates at the close of the business day on the last day contracted.

8.5 Payment will be made at the conclusion of each shift unless other arrangements have been agreed upon by both parties. If multiple shifts are scheduled in one week, payment will be made at the conclusion of the last shift for each week (Mon - Sun) unless other arrangements have been agreed upon by both parties.

8.6 This contract may be terminated prematurely only if:

- a. Both parties mutually agree due to differences of personality, practice style, or client satisfaction
- b. The relief Veterinarian becomes disabled and/or is unable to fulfill the requirements of Article II.
- c. Extenuating circumstances such as inclement weather, death in family, severe illness, etc (automobile issues, family emergencies).

8.7 The client is liable for all expenses and legal fees incurred in the collection of payment for services.

8.8 A 'meet and greet' is to be scheduled no later than one day before scheduled or proposed surgery shifts for new clients. This meeting is to be done at the location of the surgery suite/clinic and it is the responsibility of the client to have the Surgery Questionnaire filled out and submitted before the meet and greet. This meeting is to last no longer than 90 minutes and the client will need to pay a retaining fee of \$200 before the meeting, which will be counted towards the fee for the first shift at the clinic. If after the meet and greet the client does not wish to continue with scheduling the relief veterinarian, they will forfeit the retaining fee. If the North Texas Veterinary Group decides to not pursue shifts at that location, the retaining fee may be refunded.

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9.1 All patient files, documents, and records are the property of the clinic. Forms, price lists, handouts, and any other documents may not be removed or copied without permission from the clinic.

X. Cancellation

10.1 Client shall provide written notice of cancellation of any service appointments listed in Addendum A. If cancellation of a scheduled appointment is made less than 30 days in advance, the client shall pay 25% of contracted fees. If cancellation of scheduled appointments is made less than 21 days in advance, the client shall pay 50% of contracted fees. If cancellation is made less than 10 days in advance, the client shall pay 100% of contracted fees. Cancellation fees do not apply for extenuating circumstances (see article VIII, section 8.6c)

10.2 North Texas Veterinary Group shall be paid for all contracted hours. Cancellation fees will apply to same day reduction of hours.



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North Texas Veterinary Group Policies and Procedures Addendum A

North Texas Veterinary Group is scheduled to work from _____ on _____ for the client at _____.

Rates to be applied and payments scheduled as outlined in the provided contract.

Client organization/clinic:

North Texas Veterinary Group

Client/Client Representative

Print name: _____

Sign Here: _____

Sign Here: _____

Date: _____

Date: _____