



## **College of Veterinarians of British Columbia**

# *Practice Facility Accreditation Committee's Temporary Policy during COVID Pandemic: Remote/Virtual Practice Facility Reaccreditation Inspections*

Approved by Council on October 23, 2020

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### **Purpose**

Due to the COVID-19 pandemic, the CVBC temporarily suspended all on-site practice facility inspections, effective March 18, 2020. It is uncertain when the CVBC will be able to resume normal activities. This suspension is creating a backlog of reaccreditation facility inspections.

As it is likely that restrictions to travel and in-person inspections will persist for some time, alternatives have been explored to ensure that the College does not neglect its regulatory responsibilities. Having reviewed the Accreditation bylaws (Part 3), the Practice Facility Accreditation Committee (PFAC) has concluded that a physical inspection may be accomplished via either an on-site, in-person inspection or remotely through a platform that enables a live, virtual inspection. It is therefore reasonable for the CVBC to implement virtual reaccreditation inspections of established practice facilities as an alternative to in-person inspections, so long as in-person inspections are impacted by the pandemic.

This policy is intended to be implemented only as a temporary measure at this time.

### **Policy**

- A. The Practice Facility Accreditation Committee will consider virtual inspections conducted by CVBC inspectors in lieu of an in-person inspection, unless:
1. The Designated Registrant is not able and/or willing to participate in a virtual inspection,
  2. It is evident to the Committee, upon review of the pre-inspection submission of information, that a virtual inspection will not be sufficient, or
  3. The Committee determines, upon review of the inspector's report following a virtual inspection, that compliance with any relevant accreditation standards could not be adequately assessed via the virtual platform.

In the above situations, the Committee reserves the authority to direct an in-person inspection of the practice facility.

- B. Before a virtual inspection will be performed, the Designated Registrant must submit the standard materials reviewed during a reaccreditation inspection plus any supporting documents and further information that the inspector requires to form a complete assessment of the

practice facility's compliance with the Accreditation Standards (see Appendix A). This includes disclosure of any changes that have occurred since the last inspection that might impact accreditation standard compliance. Examples would include (but are not necessarily limited to):

- a. Renovations, restorations, repairs
  - b. Change in ownership
  - c. Change in Designate Registrant
  - d. Change in scope of services provided
- C. The virtual inspection will be scheduled by the office and conducted by a CVBC Practice Facility Inspector via live video feed with the Designated Registrant.
- D. Following the review of all materials and information (including that gathered during the virtual inspection), the Inspector will prepare a report for PFAC, pursuant to s. 3.18 and 3.19 of the bylaws and a copy of the Outcome Form (listing deficiencies that must be corrected) will be provided to the Designated Registrant.
- All deficiencies identified during the virtual inspection must have been corrected prior to consideration for a reaccreditation decision by PFAC.
  - PFAC may direct an in-person inspection if the Committee determines that the virtual platform was not sufficient for a proper assessment of compliance with all accreditation standards.

*This policy will be retired by the Practice Facility Accreditation Committee once the CVBC has addressed the backlog of reaccreditation inspections upon resolution of the COVID-19 related state of emergency declared by the Provincial Government and the CVBC's ability to resume in-person inspections.*

## APPENDIX A

Materials that will be required by the inspector in advance of a virtual reaccreditation inspection include, but will not necessarily be limited to:

- 1) Disclosure of any of the following events/changes since the last inspection:
  - a) renovations/repairs/restorations (substantive or otherwise)
  - b) change in ownership
  - c) change in Designated Registrant
  - d) change in scope of practice/services provided
- 2) Current complete Self-Assessment Form for the practice facility's declared scope of practice
- 3) List of all veterinarians currently practising at the facility (full- and part-time employees, full- and part-time contractors, regular locums)
- 4) Any applicable municipal permits (business license, occupation permit, other)
- 5) Proof of current and sufficient Premise and Professional Malpractice/Liability Insurance
- 6) If scope of services includes diagnostic imaging, must submit (for each piece of equipment that uses ionizing radiation):
  - a) Current Certificate of Safety
  - a) Complete Survey Report from the Radiation Protection Surveyor
  - b) Shielding Assessment
- 7) Proof of current anesthetic machine servicing and calibration (required every 24 months)
- 8) Photos of:
  - a) The facility – full-room photos for each room/space; the inspector may request further photos. The purpose of these photos is to provide perspective and a general layout, and to demonstrate the general state of the facility
  - b) Equipment and supplies to demonstrate the applicable Accreditation Standards are met
- 9) Floor plan of the facility to help the inspector orientate for the video walk-through
- 10) Sample of all required logs:
  - a) Xray Logs
  - b) Controlled Drug Logs – dispensing logs, inventory log, audit tracker
  - c) Surgery/Anesthesia Log
- 11) Recent Medical Record samples – the initial submission should include:
  - a) Samples from each doctor practising at the facility
  - b) A selection of different types of records for each veterinarian:
    - i) Wellness exam
    - ii) Ill-patient exam
    - iii) Surgical record
    - iv) Dentistry record
    - v) Record involving x-rays
  - c) Records provided must include all supporting components (vaccine certificates, prescription labels, anesthesia monitoring charts, dental charts, lab results, communications, forms, etc.)

The inspector may request further samples to be provided.