College of Veterinarians of British Columbia

Steps to Starting a New Practice Facility

You can use this document to help with the setup of a new facility. These steps will take place after your facility's name has been approved by the CVBC (see Naming). These steps will apply for new Fixed Facilities and/or Ambulatory/Mobile facilities.

1. Submit Application for Accreditation/DR Appointment Form and pay the application fee ($350 + GST), which is non-refundable.
2. The office will then provide notice to the veterinary distributors that this facility is applying for accreditation, to facilitate ordering and shipment of non-prescription drugs, supplies and equipment.
3. The office will provide a cloud-based sharing folder link along with a summary chart to upload the following documents prior to assigning an inspector to the facility:
    - Facility Annual Declaration – to determine scope of practice
    - Self-Assessment
    - Professional Liability Insurance
    - If applicable, broad view photos of the facility to show construction is complete, including a floor plan.
    - Templates for applicable logs (controlled drug dispensing, inventory and audit logs, main and dental x-ray logs, surgery/anesthesia logs, etc.) can be uploaded for review and feedback by the inspector at inspection.
    - Certificates of Safety for equipment that produce ionizing radiation (if applicable)
4. Once those items are received and the office is notified that you are ready to pay the inspection fee ($850 + GST), an invoice will be generated and posted to the DR's account.
5. When the inspection fee is paid, an inspector will be assigned to the facility. They will reach out directly to schedule the inspection. The inspection may take place in-person or via a live virtual meeting.
6. The inspector's report will be presented to the Practice Facility Accreditation Committee (PFAC) (usually their sub-panel for an email vote) and a decision will be made if the facility will be granted Provisional Approval to Operate (PAtO).
7. If the inspector is satisfied with the pharmacy security, confirm with them during the inspection that non-controlled prescription drugs can now be ordered.
8. **The facility must not offer services until PAtO is granted.**

9. The office will notify the facility and the DR that PAtO is granted via email. The email will include the Inspection Outcome and Declarative Statement Form, and the facility then has 30 days to resolve the identified deficiencies.
10. The veterinary distributors will be updated that controlled drugs can now be shipped to the facility (if applicable) and those may be ordered.
11. Once deficiencies are resolved to the inspector's satisfaction, an in-person inspection may take place if the original inspection was performed virtually. Once this is complete and/or an in-person inspection is not required, the facility will be presented to the PFAC for an Accreditation decision.
12. The office will notify the facility and the DR regarding the PFAC's decision. An accreditation certificate will be mailed to the facility.