

BUYING AN EXISTING PRACTICE GUIDELINES

In an effort to help with some of the problems associated with the purchase of an existing practice, we have assembled these guidelines. It will guide you through the process from the planning stages through to accreditation and opening of the facility under the new ownership.

FOLLOW THESE GUIDELINES

SUBMIT APPLICATION

As soon as you know the effective date of the purchase, you should complete and return the ***Application for Renewal of Facility Name and Facility Inspection*** to the CVO office. Be sure to indicate **all** changes to occur in the practice. This form along with all the other items listed below (unless otherwise indicated) can be obtained from the CVO via our website or by contacting the Accreditation Coordinator.

NAME RENEWAL

Once the name has been reviewed for consideration and approved, you will be informed of the decision. In most cases, this is just a formality.

UNTIL THE NAME HAS BEEN APPROVED BY THE CVO, DO NOT:

1. have stationery printed, signs made or advertising issued,
or
2. To register your business with the Ministry of Government and Consumer Services (MGCS), you may contact the Companies Branch Help line at (416) 314-8880 or toll free at 1-800-361-3223 or go to their website: www.mgs.gov.on.ca.

INSPECTION

On the application form, please indicate the date the change of ownership will take place. Please allow at least **three weeks** notice in order to schedule the inspection. The inspector is usually booked several weeks in advance with regular inspections.

The inspector will contact you to arrange a mutually convenient date to conduct the inspection. The inspection should take place on the day that the new owner opens for business. However, if this is not possible, the inspection will be scheduled as soon as possible **after** the change of ownership.

SAMPLE INSPECTION FORM

The sample inspection form(s) for the category(ies) in which you intend to practice can be obtained from the CVO. Please use the form(s) to perform your own inspection of the facility prior to purchase. This will enable you to see what changes may need to be done, what up-to-date library requirements may be needed, and the equipment required, as well as its placement within the practice.

Please note that the minimum standards are constantly changing. The facility that you are purchasing may have met the minimum standards in existence at the time of the last inspection BUT may not meet the current minimum standards.

INSPECTION FEE

The Schedule of Fees can be obtained from the CVO. The inspector will give you an invoice at the time of the inspection and you may give your payment to the inspector at that time.

DO NOT forward payment to the CVO office prior to the inspection.

Payment is due within 30 days following the date of the inspection. Please note that the **Late Payment Penalty is \$86.00.**

ADVERTISING

The regulations dealing with advertising can be found under Part IV of O.REG.1093 and are called "Holding Out". The advertising guidelines can be obtained from the CVO.

We recommend that you forward a draft of your proposed advertising material/yellow pages to the CVO office for review and approval prior to it's publication/printing.

LIBRARY REQUIREMENTS

1. VETERINARIANS ACT (Bill 39),
2. REGULATION 1093,
3. BY-LAWS under the Act,
4. MINIMUM STANDARDS FOR VETERINARY FACILITIES IN ONTARIO.

You will need all of the above items for the inspection. They are all available for free from the CVO.

Electronic equivalents are accepted to meet the minimum standards. For instance, most of the regulations are available on-line so if you have Internet access at the veterinary facility, this will meet the requirement for some library items.

Please refer to the sample inspection form(s) for your requirements.

OCCUPATIONAL HEALTH AND SAFETY

For your information, on the website www.gov.on.ca or via phone: 1-800-268-8013 you can obtain the following 2 documents:

1. A Guide to the Occupational Health and Safety Act,
2. A Guide for Joint Health and Safety Committees & Representatives in the Workplace.

X-RAY REGISTRATION - MINISTRY OF LABOUR

If you are purchasing a facility that has an x-ray machine, please notify the Ministry of Labor, Radiation Protection Division that you are the new owner. They can be contacted at (416) 235-5922. A sample Radiology Log can be obtained from the CVO.

NOTE: If you are renovating, you will need to reapply for the location of the x-ray machine. Please ensure that they review your plans **before** any work is done.

SAMPLE FORMS & INFORMATION

1. Surgery/Anaesthesia Log
2. Narcotics and Controlled Drug Log
3. Authorization to Perform Medical Treatment or Surgery form (consent form)
4. Consent Form for the Transportation of Animals Between Accredited Facilities
5. Suggested Emergency and Animal Handling Instructions
6. CVO's public information brochure

Note: Not all the sample forms are applicable to all categories.

If you have any questions regarding the purchase of an existing practice or require information regarding the accreditation process, please contact the Accreditation Co-ordinator.
Refer to the address, phone #, fax # and website address in the heading above.

Please note that all of the above documents and additional information can be found on the CVO website under:

- Regulatory Services
- /Facility Accreditation
- /Accreditation Services
- /Purchasing an Existing Practice (changing ownership)