
MOVING AN EXISTING PRACTICE GUIDELINES

In accordance with Ontario Regulation 1093, it states:

Section 12.-(1) "A certificate of accreditation expires five years after it is issued or renewed unless it expires at an earlier date under subsection (2)

Section 12.-(2) A certificate of accreditation **expires** before the period described in subsection (1) if, (a) a stationary veterinary facility, or a stationary element of a facility with a mobile element, is relocated;

Therefore, whether you are moving a stationary facility or a base unit of a mobile, an inspection is required at the new location.

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

Please note that many of the documents listed below are available on the CVO website.

FOLLOW THESE GUIDELINES

SUBMIT APPLICATION

As soon as you know the effective date of the move, 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.

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 stationary printed, signs made or advertising issued,
- or
2. notify the Companies Branch of the change of address

INSPECTION

On the application form, please indicate the date that the facility/base unit will be moving. 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 prior to opening at the new location. However, we usually allow a two week period before the inspection is done.

SAMPLE INSPECTION FORM

Please use our sample inspection form(s) to perform your own inspection of the facility. This will enable you to see 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.

INSPECTION FEE

The Schedule of Fees outlines the inspection costs. 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".

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.

The CVO website, if easily accessible **at your facility**, would also meet the library requirements for the above items.

Please refer to the appropriate sample inspection form(s) for your facility's particular library requirements.

X-RAY REGISTRATION - MINISTRY OF LABOUR

If you are moving a facility that has an x-ray machine, please apply to the Ministry of Labor, Radiation Protection Division (Ontario Government) for the new location of the x-ray machine.

Please refer to the ***Radiology Requirements***, sample ***Radiology Log***, and the ***Radiation Protection and Monitoring for Veterinarians, Veterinary Clinic Employees and Clients*** documents for radiology requirements.

NOTE: Please ensure that the ministry reviews your plans **before** any work is done.

SAMPLE FORMS & INFORMATION

Samples available:

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 email address in the heading above.