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## OPENING A NEW PRACTICE GUIDELINES

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

**PLEASE NOTE THAT APPLICATIONS FOR NEW PRACTICES ARE CONFIDENTIAL UNTIL THE DAY THAT THE FACILITY OPENS.**

### FOLLOW THESE GUIDELINES

#### **SUBMIT APPLICATION**

As soon as you know the location of the facility, you should complete and return the **Application for Facility Name** to the CVO office for authorization by the College. A search of current designations will be carried out in an attempt to avoid authorizing a proposed name that may be confused with the designation of another member's 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 APPROVAL**

Once the name has been reviewed for consideration and approved, you will be informed of the decision.

**DO NOT:**

1. have stationery printed, signs made or advertising issued,
- or
2. register the business name with the government.

**UNTIL THE NAME HAS BEEN APPROVED BY THE CVO.**

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](http://www.mgs.gov.on.ca)

## INSPECTION

As soon as you become aware of the opening date, please submit the ***Application for New Practice Inspection and Accreditation*** to the CVO office. 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 date and time to conduct the inspection. The inspection must take place prior to the opening of the facility.

## 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) and perform your own inspection of the facility prior to the CVO inspection. This will enable you to see exactly what is required at the time of the inspection. If you have any questions, please feel free to call the Accreditation Co-ordinator.

## 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 its 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 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](http://www.gov.on.ca) or via phone: 1-800-268-8013 you can obtain the following two documents:

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

## X-RAY REGISTRATION - MINISTRY OF LABOUR (if applicable)

**If** you are opening a facility that has an x-ray machine, please apply to the Ministry of Labor, Radiation Protection Division, to have your plans for the location of the x-ray machine approved and to have a registration number issued. They can be contacted at (416) 235-5922. A sample Radiology Log can be obtained from the CVO.

**NOTE:** If in the future, you are renovating or moving your x-ray machine, 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/Anaesthetic 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
7. Disposal of Expired Drugs

**Note:** Not all sample logs/forms apply to all categories.

## **MEDICAL RECORDS**

As of June 1, 2007, the College will be requesting copies of medical records from new facilities within 60 days of opening. A sample of each of the following types of records will be required:

1. A wellness examination or vaccination visit.
2. A routine surgery (e.g. spay, castration)
3. A non-routine surgery
4. An acute medical case
5. A chronic medical case
6. A referral case

If you do not have all of the above types, then a combination will be acceptable. Please ensure that a total of six cases are submitted per companion animal facility and/or large animal/equine. Please send photocopies of your records and the original x-rays.

The College will also require the practice to submit the photocopies of the narcotics, controlled drug, ketamine, targeted drug, surgery/anesthetic and radiology logs applicable to the category(ies) of the facility.

If you have any questions regarding the opening of a new practice or require information regarding the accreditation process, please contact the Accreditation Co-ordinator.

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