



Philanthropic Practice Accreditation Instructions

The following is a step-by-step protocol for applying to set up a Philanthropic practice, which may then seek Philanthropic Accreditation from the Practice Facility Accreditation Committee (PFAC).

The scope of the practice and project(s) that are seeking accreditation may decide if all the steps below are applicable.

1. Choose a name for the project. This could be simply “Dr. XX’s Philanthropic” project, or a name that has been approved by the CVBC after being registered at the BC Business Registry. This step should be taken if there is any advertising or marketing using the name. (Please see the [Naming section](#))
2. Submit an [application for accreditation with designated registrant \(DR\) appointment form](#) and a written proposal letter by the DR/applicant which should include:
 - a. The reason the service is needed;
 - b. The name and/or description of the public group or organization requesting the proposal;
 - c. A general description of the plan for services being provided.
3. Annual Declaration Form to outline the scope of practice;
4. Self-Assessment Form that is done in consideration of the proposed scope of practice. If there are standards that the applicant thinks are being met in a manner outside of the generally accepted approach, they should note what they are doing to minimize risk. Review of the limited scope and mobile clinics scenarios in the [Guide to Accreditation of Non-typical facilities](#) may aid in these considerations.
5. Letter(s) from community group(s) expressing support for the proposed philanthropic project(s) should act as an invitation for it and express the reasons for the service's need.
6. Confirmation that malpractice/liability insurance is in place.
7. Photos of the space to be used. These can be of a specific location that will be used on an ongoing basis, or for individual projects.
8. Philanthropic Practices that operate on a non-routine basis may apply for a “core” accreditation, and then single project approval as they are invited to provide a clinic.
9. A new application will be considered for a 1-year term or single project. Previously approved philanthropic practices may be considered for a longer term.

For Philanthropic practices that are performing major surgery on companion animals or that require controlled drugs:

10. If purchase and ordering of controlled drugs is required by the practice, provide the location and proof of security (photos, protocol) for the controlled drugs. This may be an agreement with an accredited facility to secure the controlled drugs with them. If

PFAC accepts this approach, the veterinary distributors will be notified of this approval to allow ordering.

11. For philanthropic practice where the scope of the services includes complex procedures like ovariohysterectomies and orchiectomies, the PFAC may require the designated registrant to provide written policies and procedures for anesthesia, surgery and biosecurity.

Once Philanthropic Accreditation is granted to a Philanthropic Practice, it is not indefinite as it would be for an accredited facility or consulting practice that requires closure or cancellation to end the accreditation.

1. Once the PFAC approves the Philanthropic Accreditation of a Philanthropic Practice, the Philanthropic Practice will be entered into the CVBC database.
2. The terms of the accreditation will be outlined in a letter provided to the DR. At the end of the term, a new request for accreditation can be made.
3. If no new accreditation request is made within one year of the term ending, the Philanthropic Practice will be made inactive in the CVBC database.
4. If a Philanthropic Practice with controlled drugs is no longer planning to offer services, the CVBC office should be notified, and the drugs should be disposed of safely and the disposal documented.

Please note: Letters of support from accredited practice facilities in the area of the philanthropic project may be requested by the PFAC. Consideration should be given of whether arrangements are made with local clinics to provide any further care or diagnostics (that go beyond the scope of the philanthropic project). A form letter to be signed by these practice facilities is acceptable.

If you have any questions regarding the application for philanthropic accreditation, please contact the CVBC office at facilities@cvbc.ca.