

Protocol for Accreditation of a Consulting Practice

1. Submit standard Application for Accreditation and Designated Registrant (DR) Appointment form after name approval and payment of Application fee.
2. Submit the Facility Annual Declaration and Self-Assessment.^A
3. These will be reviewed by the Senior Inspector (Facilities) who will generate the Outcome Form which will be sent to the DR. They cannot operate until the application is reviewed by PFAC.
4. If there are no supplies/equipment that are used on patients and/or space where the public is invited, then the application can be presented to the PFAC for consideration as a Consulting Practice.
5. If there are supplies/equipment that are used on patients, even if used at the accredited space of another practice facility, it will be recommended they apply as a (limited scope) new practice facility under the standard process. If the DR still requests consideration by PFAC, the application for Consulting Practice will be brought to the PFAC for review.
6. Proof of adequate library and description/example of medical records will be requested.
7. The inspection fee will be waived unless directed by the PFAC.
8. Once PFAC reviews the application, they can vote under 3.12 and grant:
 - a. Full Accreditation,
 - b. Limited Accreditation,
 - c. PAtO, or
 - d. Decline Accreditation.
 - e. Alternatively, they can grant a 30-day extension under 3.11 to provide additional submissions.
9. If full accreditation is granted, the DR will be notified and asked to submit the Signed Declarative Statement, if not already received.
10. PAtO may be granted if there are additional submissions requested by the PFAC or they agree with those on the Outcome form; these will be communicated to the DR, and the bylaw mandated process of extension and return to PFAC for accreditation will occur once these are received.
11. Submit the Consulting Practice undertaking by the DR. This will stipulate that a Consulting Practice that expands their SOP to offer veterinary services beyond

Consulting Services, which in turn involves supplies/equipment/interaction with patients, will need to undergo an inspection prior to offering these services and be considered for accreditation as a practice facility (which can include the SoP, Consulting Services).

12. Submit yearly annual declaration and Pay Annual Practice Facility Accreditation Fee.

A. As per Accreditation Standard 1:

*Standards: 1. The facility must be constructed to allow the delivery of veterinary services **which may include but are not limited to:***

A) Physical examination of the Patient

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The DR of the Consulting Practice Applicant will be instructed to add Consulting Services to their Declaration and Standard 1 of the Self-Assessment. Library and Medical Records are also required to be assessed.

Note: Consulting services is not telemedicine, which is outlined in the Guideline on Telemedicine. Consulting Services are provided to other registrants, whereas telemedicine is offered to the public directly, and is required to be done from a practice facility.