



Fixed Practice Facility Relocation:

Given the magnitude of change when an accredited fixed practice facility relocates, the Practice Facility Accreditation Committee (PFAC) will likely direct an inspection, with the related fee. This inspection will usually take place after the relocation has occurred.

Performing the Self-Assessment of the facility once relocated will help ensure the relevant accreditation standards are met.

It is the responsibility of the designated registrant (DR) that the accreditation standards are met prior to services being offered. Once they are confident standards are met to a level that public, patient and staff safety is met, veterinary services may be offered from the new location.

General process for the relocation of fixed practice facilities:

1. The office is notified by the DR of the practice facility regarding the upcoming relocation.
2. Please submit the address change form. The office will then notify the PFAC regarding the relocation.
3. Prior to inspection, the DR will be asked to submit the Annual Declaration and the Self-Assessment.
4. The practice facility inspection will be assigned to an inspector who will contact the practice facility/DR to schedule the inspection at a mutually convenient time.
5. The inspector will perform the inspection and generate inspection notes and outcome form.
6. The inspection outcome form will be shared with the DR of the facility. This may require post-inspection submissions, if deficiencies are identified during the inspection.
7. Once adequate submissions are received to resolve identified deficiencies, the facility will be presented back to the PFAC.
8. The office will convey any additional PFAC direction to the DR of the facility.

Please notify the office as soon as the relocation has occurred, and services are being offered from the new location so that we may update the CVBC registry.

The CVBC office will update the veterinary distributors with the new address for delivery of general supplies and prescription drugs.

Please Note: If controlled drugs need to be ordered to the new location before a full inspection takes place, the office may request:

- Photos of where the controlled drugs are stored and secured at the new location.
- Confirmation the alarm system at the new location is active.

If you have any questions regarding the relocation, please contact us at facilities@cvbc.ca.