

Practice or Facility Non-Public Office Relocation

For practices or practice facilities that are ambulatory (mobile) with a non-public office, you must notify the CVBC of the office relocation.

The registrant may use their new non-public office location as soon as they feel satisfied that the relevant accreditation standards are met. The practice or facility does not need to wait for office approval prior to using the new non-public office location.

General process for non-public office relocations:

1. The office is notified by the designated registrant (DR) of the practice or facility regarding the upcoming or recently occurred relocation.
2. Please also submit the address change form.
3. Please submit 2-3 photos of your new non-public office demonstrating appropriate storage of general supplies, prescription drugs and equipment.
4. If you are accredited to order controlled drugs, please submit photos of where/how the controlled drugs are stored and secured at the new non-public office location. Please inform the office if there is an alarm system at the new location.
5. The Senior Inspector (Facilities) will review the submissions and generate an inspection report.
6. The inspection report will be presented to the Practice Facility Accreditation Committee (PFAC), which may result in either:
 - a. The PFAC is satisfied that the relevant standards are met, and no further actions is needed from the facility; OR
 - b. Pursuant to bylaw 3.18(1), the PFAC will direct an inspection, with a related fee, to determine if the relevant standards are met.
7. If the decision was 6b, then the practice or facility will be assigned to an inspector who will contact the DR to conduct an inspection, and the office may request further documents/photos.
 - a. The inspector will generate inspection notes and outcome form.
 - b. The inspection outcome form will be shared with the DR of the practice or facility. This may include post-inspection submissions, if necessary.
 - c. The practice or facility will be presented back to PFAC once the deficiencies are resolved for further direction.
8. The office will convey the PFAC decision to the designated registrant of the practice or facility.
9. The office will update the online registry and veterinary distributors.