

Tips for What to Choose in the Various Sub-Categories of Practice Facility Annual Declaration

Until the CVBC has the opportunity to revise the Accreditation Standards and update Part 3 of the Bylaws, it is understood that there are terms that are not always intuitive to all registrants, and other areas where there is redundancy. Before completing the review and submission of the Annual Declaration, please consider these areas where we have found some registrants have mistakenly chosen incorrectly when filling out their form:

- **Addresses:**

- *Street Address* is the physical location of the fixed practice, or the public or private office of an ambulatory, consulting or philanthropic practice. This is the address the CVBC generally approves for shipment of supplies and non-controlled prescription drugs.
- *Mailing Address* is where you would like correspondence sent (eg. Accreditation certificate).
- *Controlled Drug Shipping Address*: This is usually the same as the Street Address, unless there are alternate arrangements approved by the CVBC. If you do not order or store controlled drugs, a new option to check off “Not Accredited for Controlled Drugs” is new this year.

- **For Facility Type:**

- Most practices are *Fixed/Self-Standing* unless they offer only ambulatory/mobile services or are a Consulting or Philanthropic practice.
- *Ambulatory/Mobile* can be both a facility type and/or a Veterinary Service (last section). Select it as a facility type only if it makes up a significant portion of your operation, i.e. animal care is only provided with ambulatory/mobile unit, or a mixed practice with dedicated house call & farm call vehicles. If most care is provided at a fixed practice with occasional house calls, only choose it as a Veterinary Service, not a Facility type.



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- “Public office” is for ambulatory/mobile practices that have a public space for drop off and pick up of lab samples, meds. No animal care is provided.
- "Practice includes both ambulatory and self-standing" is for practices that have a significant fixed animal care space and house call/farm call capabilities.
- *Emergency* can only be chosen if accredited for Emergency Facility as per Section 13 in the Accreditation Standards.
- *Consulting Practice* : these refer to practices where the registrant is offering services, usually review and advice, to other registrants, not to the public. More on this can be found here:
<https://www.cvbc.ca/practice-facilities-homepage/cvbc-practice-structure/>.
Offering advice to the public without seeing the patient is telemedicine, which can be selected under Veterinary Services.
- *Philanthropic Practice* : only choose this if you have been granted Philanthropic Accreditation, not if you offer low or no cost services through your fully accredited practice.
- *Specialist* : only choose this if a specialist is based at your practice and it has been inspected and accredited for that specialty. Do not choose this if a specialist visits your practice to offer services with their own accredited practice facility.
- **For Veterinary Services:**
 - All service types are listed on the form (even if not all are in your SOP), with subcategories marked off if it is part of your SOP. Choose the subcategory(ies) that apply if the main service is part of your SOP.
 - Only choose *Emergency* if accredited for it as per Section 13 in the accreditation standards.
 - *Ambulatory/Mobile* can be chosen as a service type, even if you are primarily a fixed facility. It should also be chosen if you are primarily ambulatory/mobile and chose it as a Facility type.
 - *Mobile Clinic* is when multiple different clients are seen at a third party location.
 - *Telemedicine* is offering advice/prescribing without seeing the patient in person.
 - If an accredited mobile practice visits your practice to offer services and your practice does not have those categories themselves, do not add those categories. The mobile practice would be responsible for declaring those SoP's under their accreditation.