



# College of Veterinarians of British Columbia

## *Practice Facility Accreditation Committee Policy: Extension Requests and Directing Inspections*

Published December 10, 2019

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### **Preamble**

The Practice Facility Accreditation Committee (“Committee”) routinely grants requests for extensions in 30-day increments, for facilities who require additional time to remedy deficiencies, following an inspection of a practice facility. For Designated Registrant-initiated inquiries relating to a change in scope of practice or renovations, where an inspection will be necessary, the Committee would like to improve efficiencies by delegating to the Registrar/Deputy Registrar the authority to deploy inspectors without awaiting the next Committee meeting.

Given that the Committee meets every five weeks, the Committee recognizes that there will be instances where the requirement for a Committee decision will result in delays to the CVBC’s ability to act promptly, such as:

- a. Requests for extensions to deficiency correction deadlines which are received either after distribution of the Committee agenda or shortly after a Committee meeting.
- b. Receipt of information from a Designated Registrant about a practice facility that would reasonably require a cessation of veterinary services until an inspection can be performed.

By allowing the Registrar or Deputy Registrar to grant extensions, or to deploy inspectors for inspections, Designated Registrants will experience shorter delays, which will promote fairness of the process, facilitate proper committee consideration, and minimize gaps in the availability of services to existing clients, all of which supports the CVBC’s public protection mandate.

Bylaw section 3.18 provides as follows:

### **Inspections of accredited practice facilities**

- 3.18 (1) The committee may direct that the practice or facility be inspected by an inspector to ascertain if it meets the accreditation standards.
- (2) Before conducting an inspection, an inspector must review the information provided in the self-assessment form.
- (3) Following an inspection, the inspector must provide an outcome form to the designated registrant.

- (4) If the inspector identifies that a practice or facility does not meet one or more of the accreditation standards:
  - (a) the inspector must promptly notify the designated registrant and the registrar of any identified deficiencies;
  - (b) the designated registrant must correct any deficiencies within 30 days after being notified, and complete and submit a signed inspection declarative statement; and
  - (c) the committee may grant extensions in 30 day increments to allow a designated registrant to correct any identified deficiencies.
- (5) The inspector must submit an inspection report to the registrar for use by the committee.
- (6) The designated registrant must pay the applicable inspection fee in the amount specified in Schedule "C".

### **Policy**

- A. The Committee authorizes the Registrar or Deputy Registrar to grant extensions in the following circumstances:
  1. Where a previous actual deadline or 30 day extension deadline falls too close to a scheduled meeting, or has just missed a meeting, of the Committee, or
  2. Where a Designated Registrant objectively demonstrates the need for an extension in order to remedy deficiencies noted in the inspection process.
- B. The Committee authorizes the Registrar or Deputy Registrar to direct the inspection of a practice or facility by an inspector to ascertain whether it meets the accreditation standards, where circumstances indicate that an inspection is reasonably required to occur.

### **Source**

PFAC meeting minutes and motion July 12, 2019.

*This policy was passed by Council on December 6, 2019 pursuant to Bylaw s. 1.2(4) following its proposal by the Practice Facility Accreditation Committee under the authority of Bylaw s. 1.50(2)(d).*