CVBC Facility Annual Declaration

Step-by-step Guide

PLEASE NOTE: Currently there is no save option, so please ensure you have 30 minutes-1 hour (it may be less if you are computer savvy) to complete and click submit after the final declaration

First step

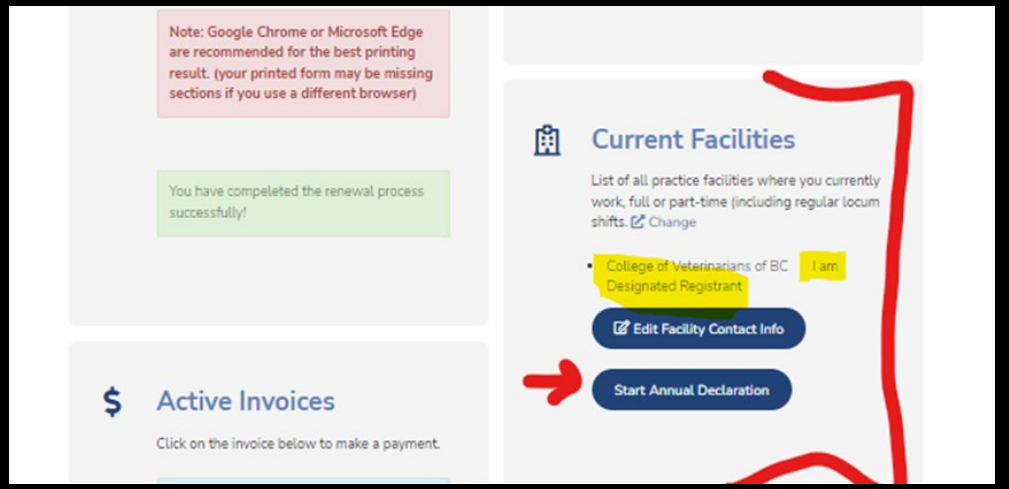
Accessing the Facility Annual Declaration:

DR of a facility should sign into your online account via the CVBC website.

On the home page, you will see your profile, contact info and Current Facilities.

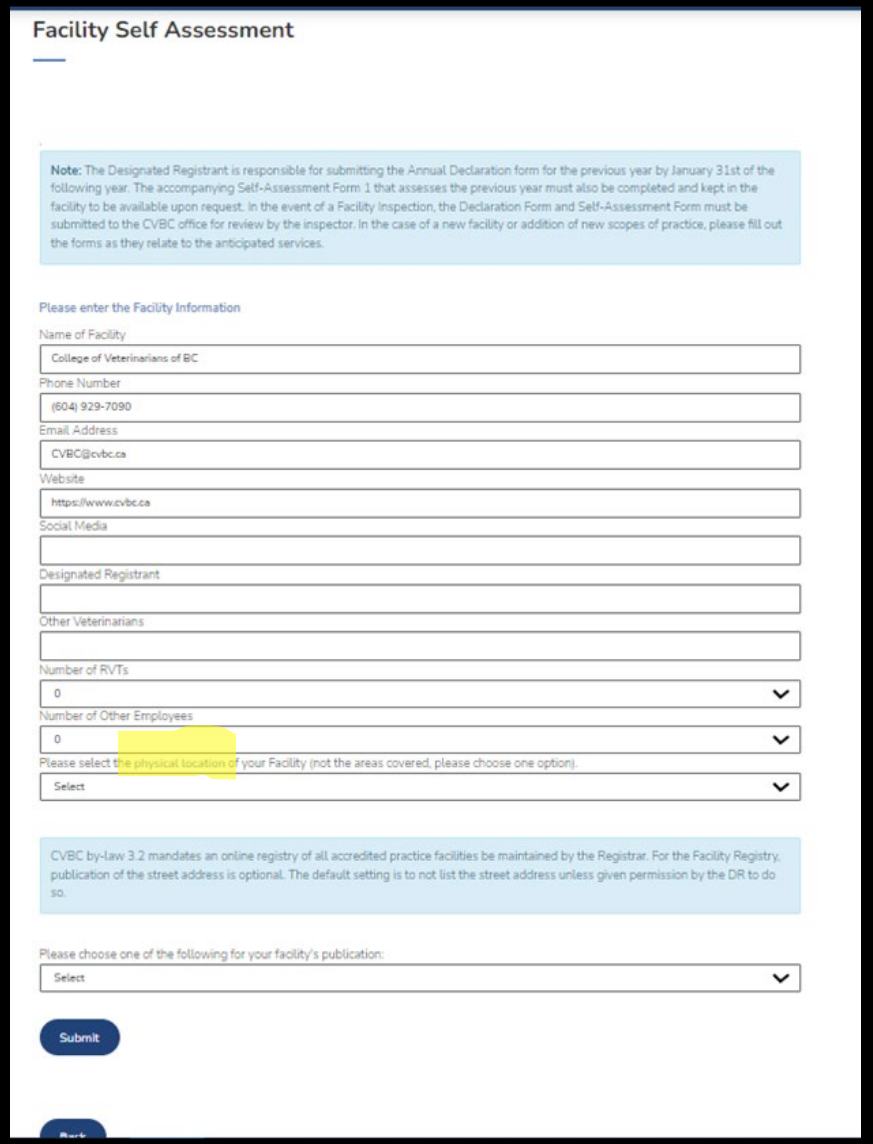
For any facility that you are the DR of, you will see the facility name and the statement "I am Designated Registrant“ (yellow highlight)

Click on the button "Start Annual Declaration". (red arrow)



First Page: General Facility Information

- The first page of the form requests general information that needs to be typed in manually.
- There are some drop down selections to choose number of RVT's and other staff.
- There is also a drop down to select **one** choice for the physical location of the facility (home base if mobile only).
- This is based on your location on the BC provincial regional map.
- There is a link to the map if you click on the blue "physical location" (highlighted in yellow).

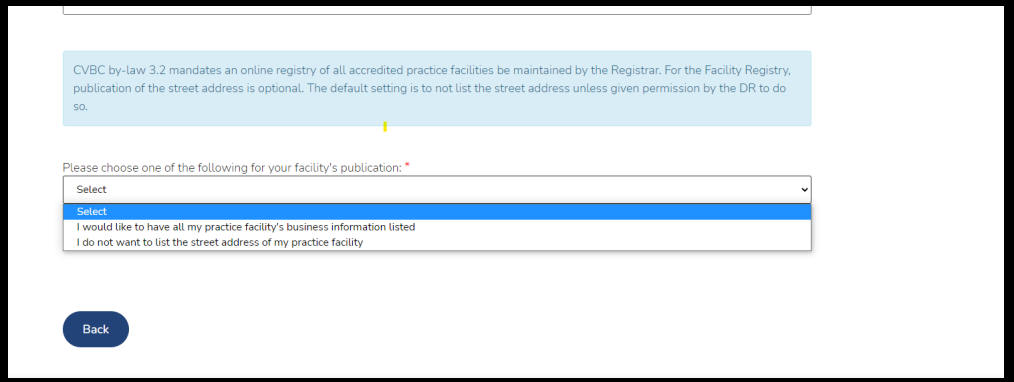


Page 1 (cont'd)
Information to List for the CVBC online Registry

- At the bottom of the first page, please indicate if you would prefer:

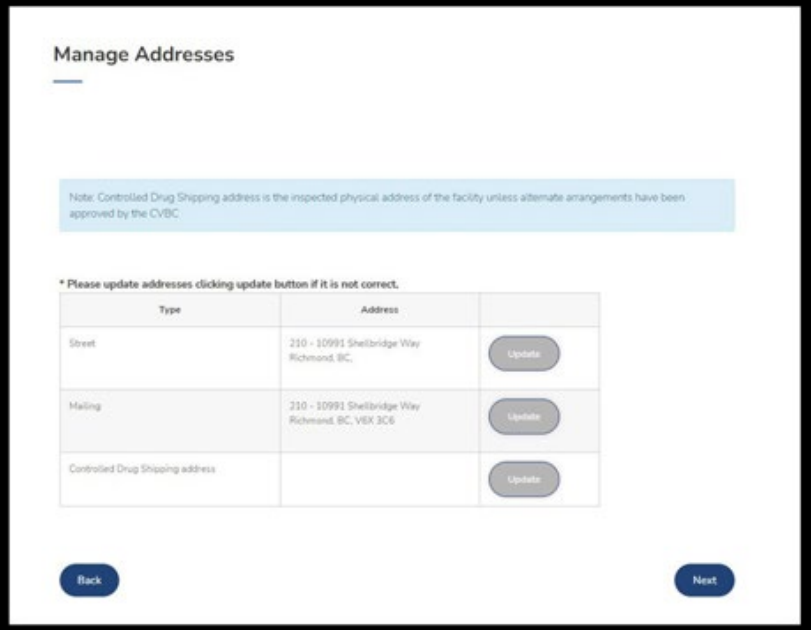
  1) all your business information listed in the CVBC On -line Registry, (that would be phone number, street address, city, postal code)
  2) Not to include your street address (phone number, city, postal code listed)

- Option 2 is the default choice if this decision is not indicated by a facility.
- Once all the required fields are filled on Page 1, a blue submit button will appear and you are able to move on to the next page.



Address Field

- For most fixed facilities, the street, mailing and controlled drug shipment address will be the same.
- The inspected and accredited location of the fixed facility or mobile facility office is where controlled drugs should be received and stored.
- In some cases, a registrant has made alternate arrangements for receipt of their controlled drugs. This address must be on file with the CVBC to allow confirmation with the distributors.
- Please notify facilities@cvbc.ca if you have alternate arrangements and are not certain if they are on file.
- You may fill in all fields, but if you leave the controlled drug shipping address blank if it assumed to your street address.



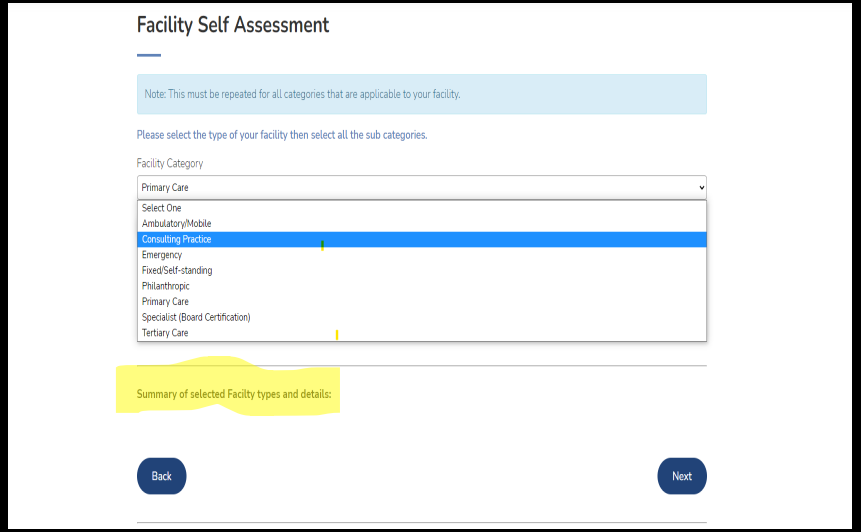
Facility Type

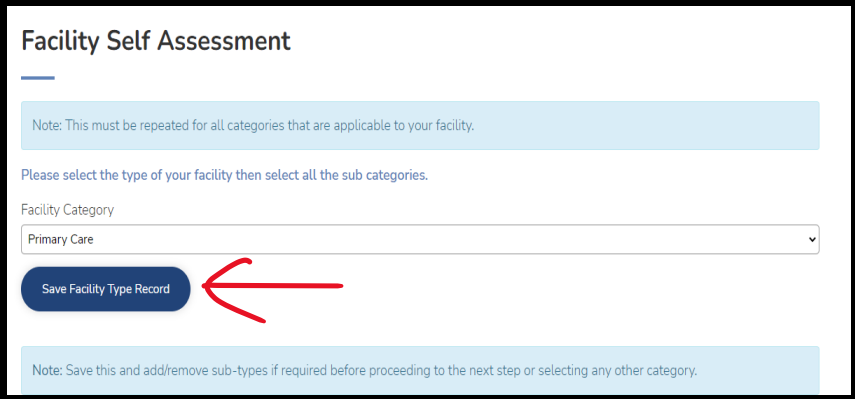
- Facility Category can be multiple selections, and some terms are in the by-laws, but you may not be familiar with them. There is a link at the bottom of the page bottom (highlighted) which provides a summary of the terms.
- Please choose applicable type(s) and click the blue button: “Save Facility Type Record”. This will need to be repeated for each category that applies.

Examples:

- A small animal clinic would likely be Primary care as well as Fixed/Self-standing.
- A single vet mobile large animal facility: Primary Care and Ambulatory/Mobile.
- A large multi-vet mixed practice with small animal clinic and farm call vehicles: Ambulatory, Fixed and Primary care.
- A referral specialty that has 24-hour emergency care: Fixed, Emergency, Specialist and Tertiary Care.

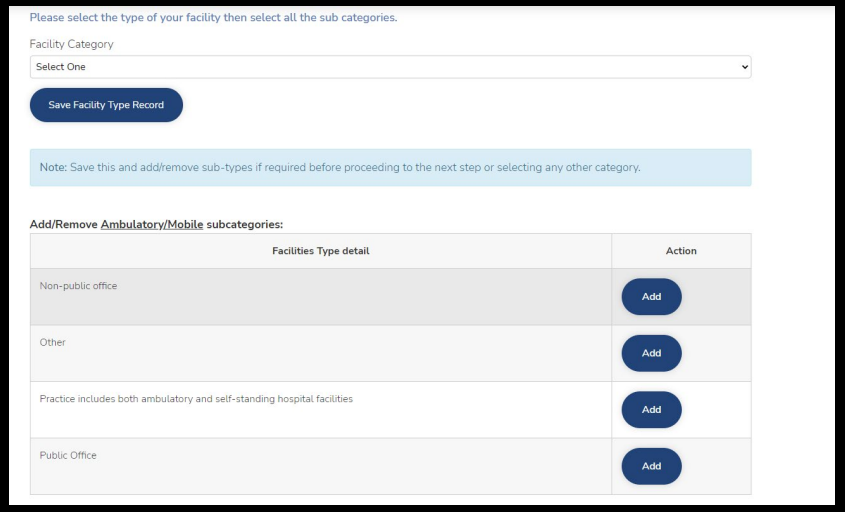
- Please note choosing Specialist or Ambulatory/Mobile will open sub-categories (See next page)
- Ambulatory/Mobile as a facility type should only be selected if it is a significant component of your practice (as opposed to a scope of practice of a majority fixed facility).
- **<u>Emergency should only be chosen if your facility is accredited for Emergency Care as a scope of practice</u>.**

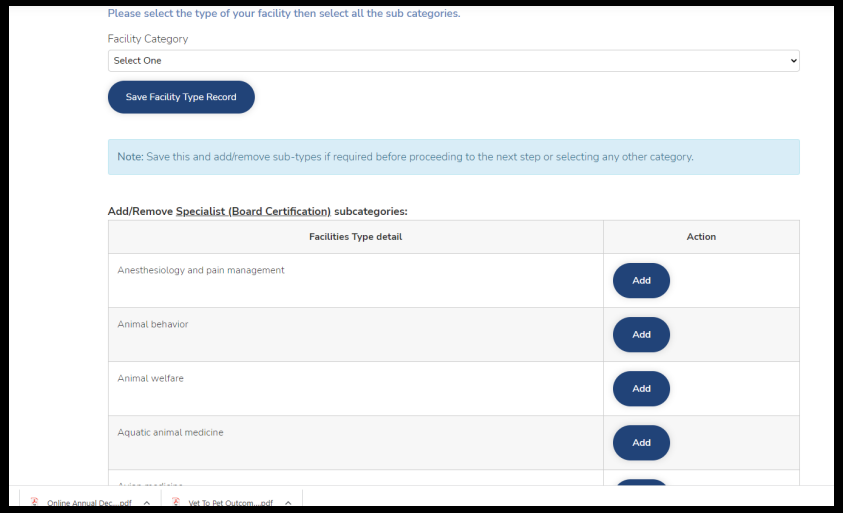




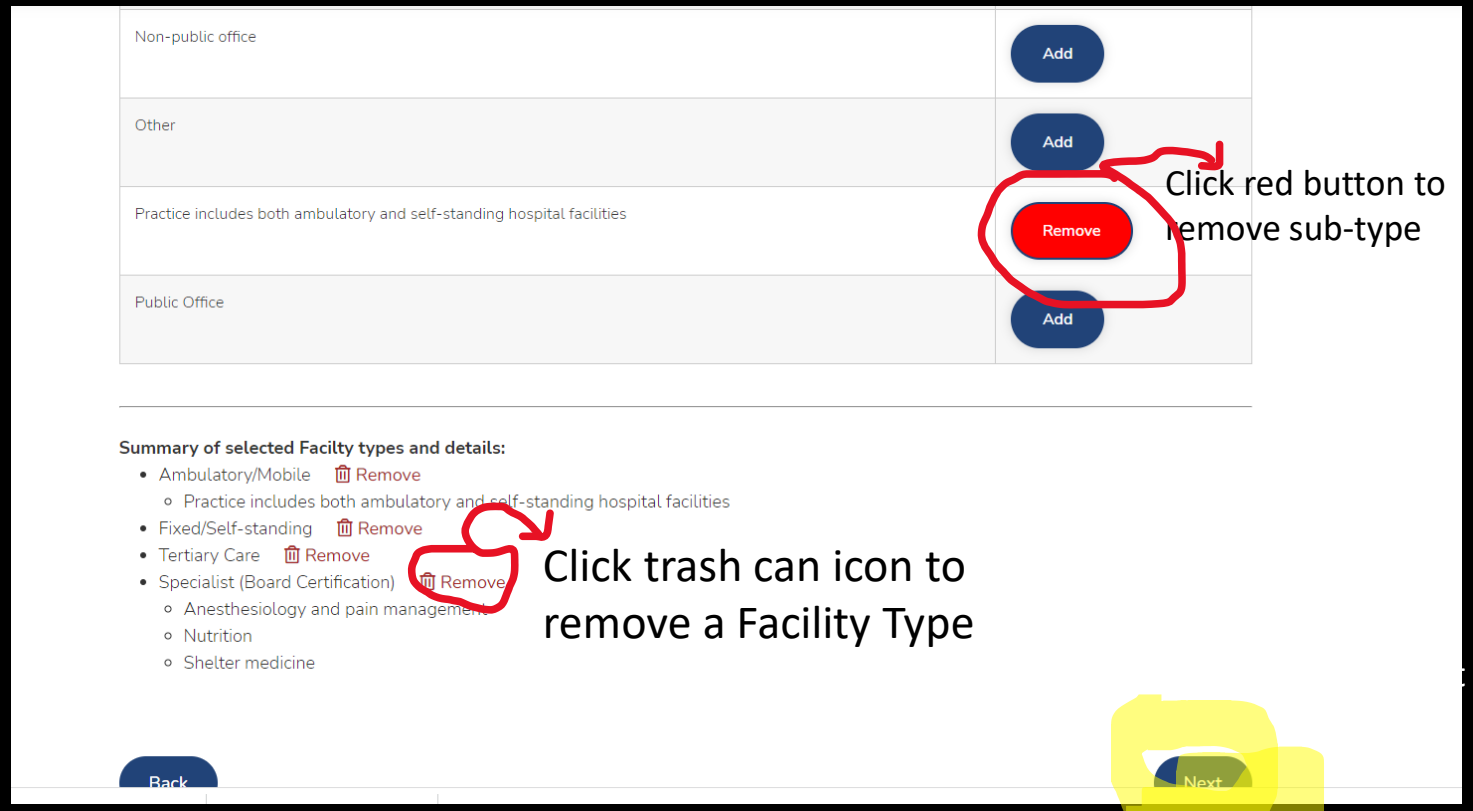
Ambulatory/Mobile and Specialist

- The Ambulatory/Mobile selection will open a field below that lists sub-categories. It is likely only one will apply.
- The Specialist Selection will open a list of Specialties. Choose all that apply.
- Click the blue Add button for each sub-section that applies. Once added, the button will become a red Remove button (See next slide)



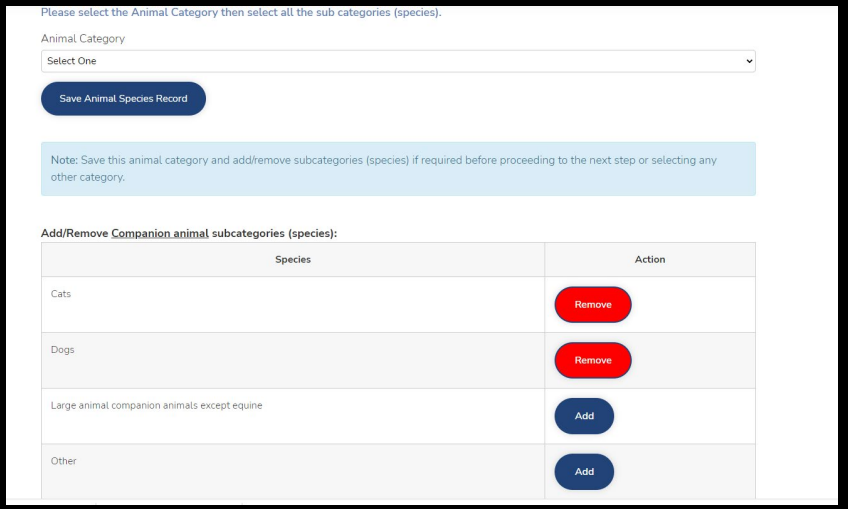


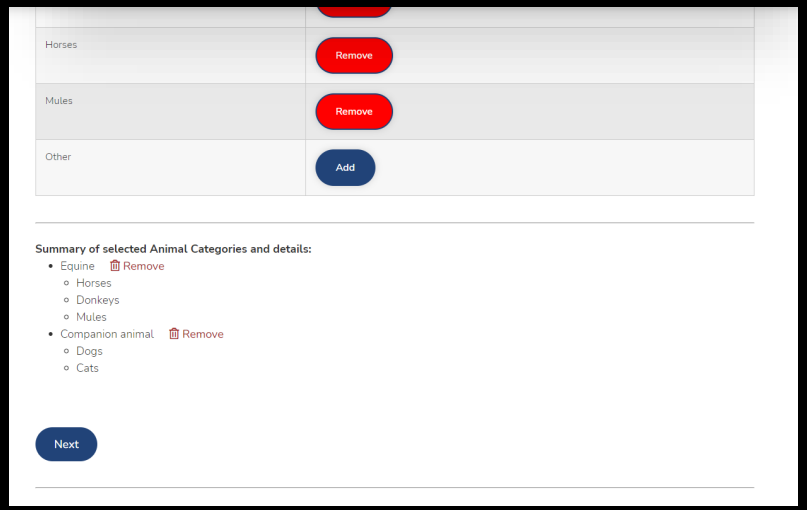
Changed your mind?



Animal Category

- Animal Category: Broken down into 4 sub-categories. Select each that applies and click blue button "Save animal species record". This will open a list of animal species. Click the add button for each that applies. Once chosen, the Add button will turn into a red Remove button.
- Choose all sub-categories and species that apply. They will then be listed at page bottom. Click blue next when ready to move.



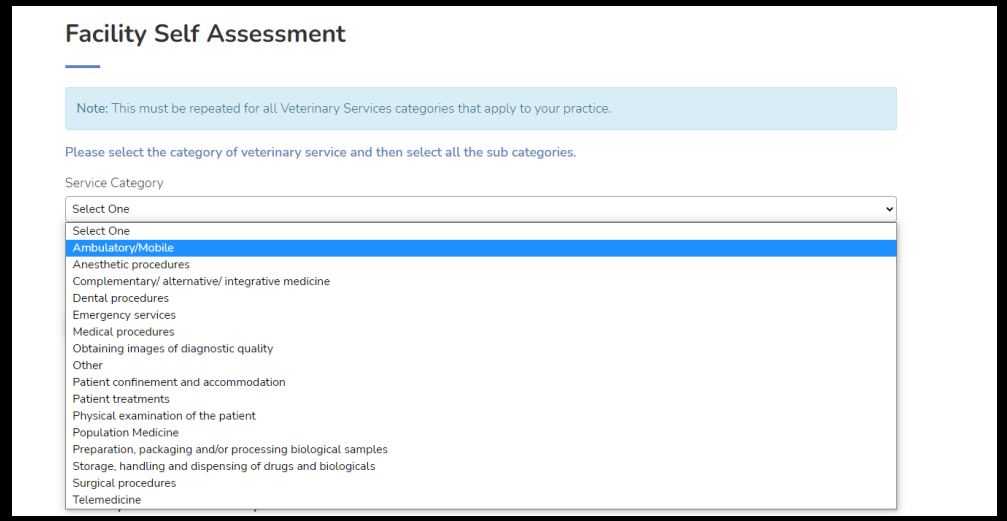


Veterinary Services

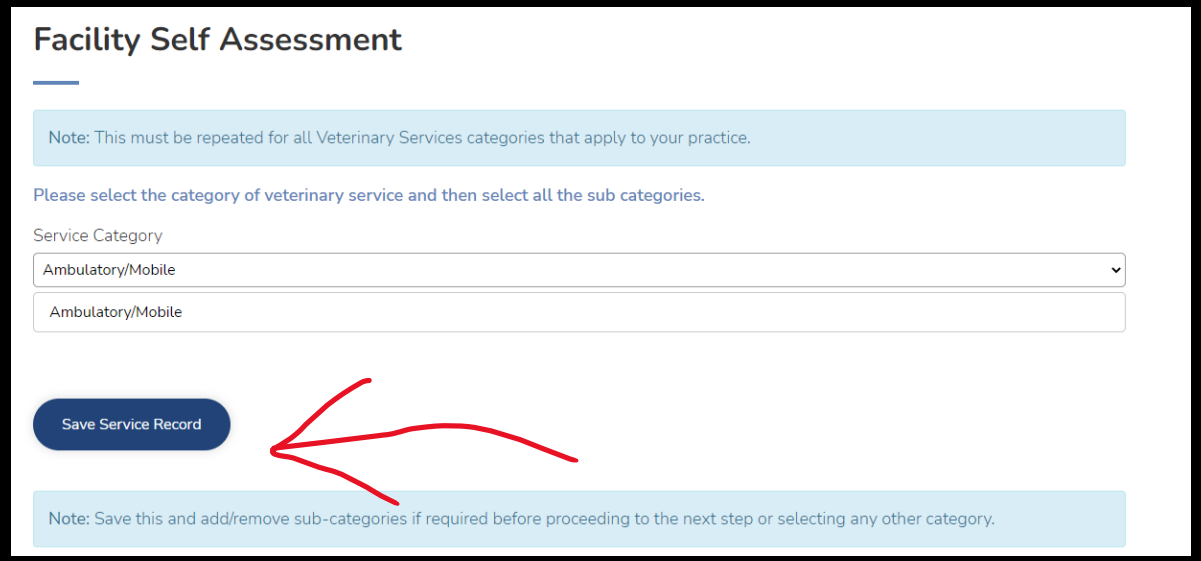
- Veterinary Services are a significant part of the declared scope of practice of a facility and many tie in directly with sections in Schedule D, the accreditation standards.
- Please select all the services that your facility offers.
- Selection of certain services will open a sub-menu. Please select the relevant sub-sections.
- The drop-down list can be challenging to keep track of all services that can be selected, so they are listed on this slide for reference as you work through this category

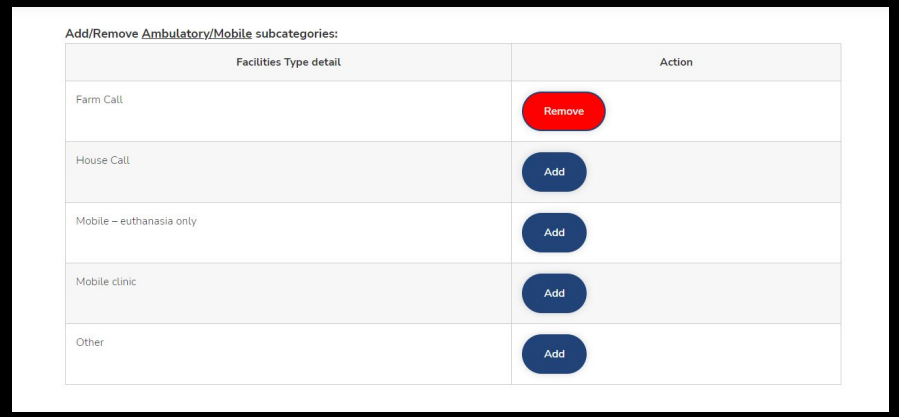
  - Ambulatory/Mobile (sub-categories)
  - Anesthetic Procedures
  - Complementary/alternative/ integrative medicine (sub-categories)
  - Dental Procedures (sub-categories)
  - Emergency Services (only check if accredited for this as per Section 13 of the Accreditation Standards)
  - Medical Procedures
  - Obtaining images of Diagnostic Quality (sub-categories)
  - Other
  - Patient confinement and accommodation (sub-categories)
  - Patient Treatments
  - Physical Exam of the Patient
  - Population Medicine (sub-categories
  - Preparation, Packaging and/or Processing biological samples
  - Storage, handling and dispensing of drugs and biologicals (sub-categories)
  - Surgical Procedures (sub-categories)
  - Telemedicine

Veterinary Services (cont'd)



The slide on the left is a screen shot of the drop-down of choices. Choose one then click the blue button “Save Service Record” (red arrow in slide below).





Select any applicable subcategories (in the example on the left, Farm Call for Ambulatory/Mobile). Then return to the drop down to select additional Service categories.

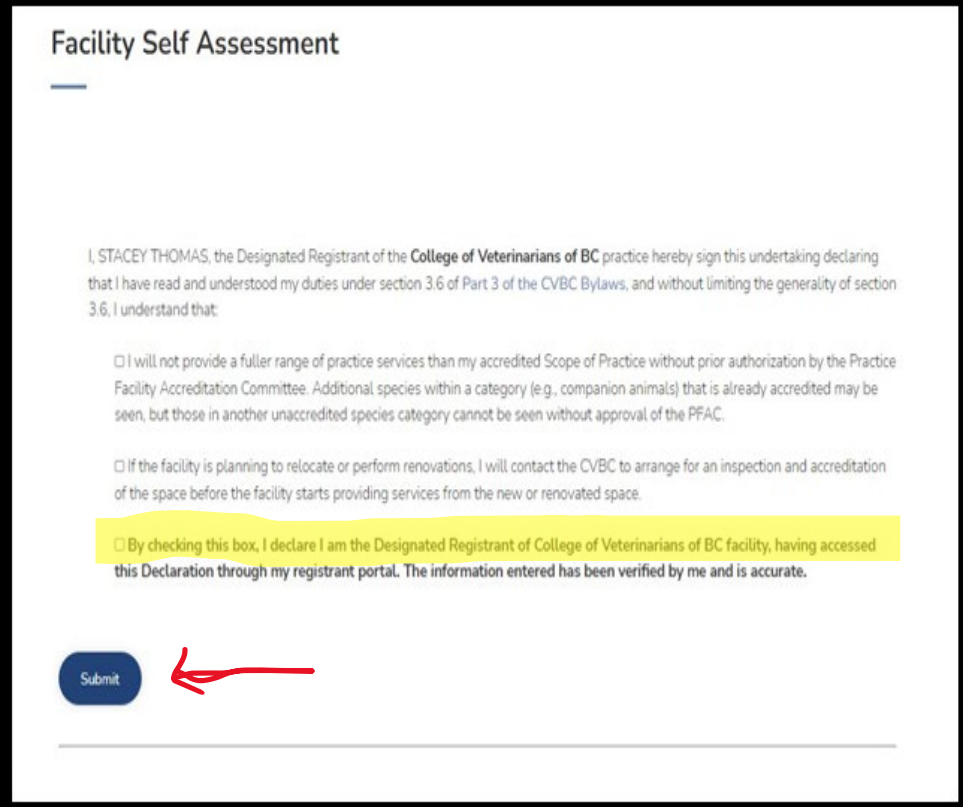
Veterinary services (cont'd)

- The chosen categories will appear at the bottom of the page, as seen in this screenshot of an example of a small animal facility that has selected their full scope of services.
- Once all categories are selected, you click on the blue "Next" button, which will take you to the last page.



Annual Facility Declaration, last page and "signature"

- **Declaration**: Checking the final box is the formal submission of the DR. (yellow highlight)
- If you are supporting the DR in this process, please ensure the facility DR has reviewed and can attest that the information is accurate. Once you check the boxes, click submit (red arrow)
- A note in a green box will pop-up thanking you for submitting the form, and then you will be returned to your home page. The Annual Declaration button will no longer be active on your registrant page.
- **Don't stress** if you think/know you made a mistake. Please notify the CVBC team at facilities@cvbc.ca. Over the next months, we will undertake a cross-checking process between your current and previous declaration and inspections and follow-up. Our goal is to have an automated system that is as efficient and accurate as possible.



THANK YOU!

- If you have questions, please call 604-929-7090 or email facilities@cvbc.ca.