

Guidance document: 150-26

Adopted: March 11, 2021
Effective: May 13, 2021

Virginia Board of Veterinary Medicine Veterinary Establishments

1. Are veterinary establishments required to be registered with the Board?
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13. What is the process for closing a veterinary establishment?

1. Are veterinary establishments required to be registered with the Board?

Yes, veterinary medicine may only be practiced out of a registered stationary or ambulatory veterinary establishment.

[Regulations Governing the Practice of Veterinary Medicine](#) state the following:

18VAC150-20-180. Requirements to be registered as a veterinary establishment.

A. Every veterinary establishment shall apply for registration on a form provided by the board and submit the application fee specified in 18VAC150-20-100. The board may issue a registration as a stationary or ambulatory establishment. Every veterinary establishment shall have a veterinarian-in-charge registered with the board in order to operate.

1. Veterinary medicine may only be practiced out of a registered establishment except in emergency situations or in limited specialized practices as provided in 18VAC150-20-171. The injection of a microchip for identification purposes shall only be performed in a veterinary establishment, except personnel of public or private animal shelters may inject animals while in their possession.

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2. An application for registration must be made to the board 45 days in advance of opening or changing the location of the establishment or requesting a change in the establishment category listed on the registration.

3. Any addition or renovation of a stationary establishment or an ambulatory establishment that involves changes to the structure or composition of a surgery room shall require reinspection by the board and payment of the required fee prior to use.

2. What types of veterinary establishments may be registered?

[Regulations Governing the Practice of Veterinary Medicine](#) define a veterinary establishment to be the following:

18VAC150-20-10. Definitions.

"Veterinary establishment" or "establishment" means any stationary or ambulatory practice, veterinary hospital, animal hospital, or premises wherein or out of which veterinary medicine is being conducted.

To review the regulations for each veterinary establishment type, go to:

[Stationary Veterinary Establishments](#)

[Ambulatory veterinary establishments](#)

3. Who may own a veterinary establishment?

The laws and regulations are silent as to who may own a veterinary establishment. The Board does not collect or maintain information on ownership of a veterinary establishment.

4. How does an individual or a business entity apply for a veterinary establishment registration?

Complete the **[Application and Change Request for a Veterinary Establishment](#)** form and submit with required fee to the Board by postal mail.

[Regulations Governing the Practice of Veterinary Medicine](#) state the following:

18VAC150-20-180. Requirements to be registered as a veterinary establishment.

B. A veterinary establishment will be registered by the board when:

1. It is inspected by the board and is found to meet the standards set forth by 18VAC150-20-190 and 18VAC150-20-200 or 18VAC150-20-201 where applicable. If, during a new or routine inspection, violations or deficiencies are found necessitating a reinspection, the prescribed reinspection fee will be levied. Failure to pay the fee shall be deemed unprofessional conduct and, until paid, the establishment shall be deemed to be unregistered.

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2. A veterinarian currently licensed by and in good standing with the board is registered with the board in writing as veterinarian-in-charge and ensures that the establishment registration fee has been paid.

5. May two veterinary establishments share the same space?

Yes, separate veterinary establishments may share the same location. However, separate veterinary establishments are required to have separate veterinary establishment registrations. Please note that a stationary establishment may have an ambulatory component to the practice without maintaining separate registrations.

[Regulations Governing the Practice of Veterinary Medicine](#) state the following:

18VAC150-20-200. Standards for stationary veterinary establishments.

D. A separate establishment registration is required for separate practices that share the same location.

18VAC150-20-201. Standards for ambulatory veterinary establishments.

D. A separate establishment registration is required for separate practices that share the same location.

6. What are the inspection requirements for a new or existing veterinary establishment?

Prior to Opening a New Veterinary Establishment

A new veterinary establishment, stationary or ambulatory, must be inspected and issued a registration prior to opening. Submission of an application is not sufficient to begin providing veterinary services.

Complete the **[Application and Change Request for a Veterinary Establishment](#)** form and submit with required fee at least 45 days in advance to ensure an inspection can be completed prior to the desired opening date. Upon the Board's receipt, a veterinary establishment application is forwarded to the assigned inspector. The inspector will contact the applicant to schedule an inspection appointment. The inspector determines whether the inspection will occur virtually or in-person.

Change of Location

Stationary Establishments

Complete the **[Application and Change Request for a Veterinary Establishment](#)** form and submit with required fee at least 45 days in advance to ensure an inspection can be completed prior to desired opening date at the new location. Upon the Board's receipt, a veterinary establishment application is forwarded to the assigned inspector. The inspector

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will contact the applicant to schedule an inspection appointment. The inspector determines whether the inspection will occur virtually or in-person.

Ambulatory

Complete the [Application and Change Request for a Veterinary Establishment](#) form and submit. No inspection or fee is required for an ambulatory veterinary establishment to change location.

Minutes from the December 19, 1996, board meeting and subsequent revisions on November 14, 2007 and October 24, 2017, reflect that the Board determined an ambulatory veterinary establishment is allowed to change location without an inspection, but the establishment must inform the Board within 30 days if there is any change in the address of record pursuant to the [Regulations Governing the Practice of Veterinary Medicine](#), which state the following:

18VAC150-20-30. Posting of licenses; accuracy of address.

B. It shall be the duty and responsibility of each licensee, registrant, and holder of a registration to operate a veterinary establishment to keep the board apprised at all times of his current address of record and the public address, if different from the address of record. All notices required by law or by this chapter to be mailed to any veterinarian, veterinary technician, registered equine dental technician, or holder of a registration to operate a veterinary establishment shall be validly given when mailed to the address of record furnished to the board pursuant to this regulation. All address changes shall be furnished to the board within 30 days of such change.

Prior to Use of a New or Remodeled Surgical Suite

Complete the [Application and Change Request for a Veterinary Establishment](#) form and submit with required fee at least 45 days in advance to ensure an inspection can be completed prior to desired use of the new or remodeled surgical unit. Upon the Board's receipt, a veterinary establishment application is forwarded to the assigned inspector. The inspector will contact the applicant to schedule the inspection appointment. The inspector determines whether the inspection will occur virtually or in person.

[Regulations Governing the Practice of Veterinary Medicine](#) state the following:

18VAC150-20-180. Requirements to be registered as a veterinary establishment.

A. Every veterinary establishment shall apply for registration on a form provided by the board and submit the application fee specified in 18VAC150-20-100. The board may issue a registration as a stationary or ambulatory establishment. Every veterinary establishment shall have a veterinarian-in-charge registered with the board in order to operate.

3. Any addition or renovation of a stationary establishment or an ambulatory establishment that involves changes to the structure or composition of a surgery room shall require reinspection by the board and payment of the required fee prior to use.

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Routine Inspections

Inspections of stationary and ambulatory veterinary establishments occur on a routine basis approximately every three years. The inspection cycle may vary based on the number of deficiencies found during an inspection. For more information, please review Guidance Document [150-15 Disposition of routine inspection violations](#)

Discipline/Compliance Related

An inspection occurring as the result of a disciplinary or compliance case will have an associated Board Order which will determine the timing for the inspection.

Change in Ownership

If the name of the veterinary establishment remains the same, there is no notification or inspection requirement.

Change in Veterinarian-in-Charge

Complete the [Change in Veterinarian-in-Charge](#) form and submit with required fee via postal mail. There is no inspection requirement.

18VAC150-20-181. Requirements for veterinarian-in-charge.

A. The veterinarian-in-charge of a veterinary establishment is responsible for:

- 5. Notifying the board immediately if no longer acting as the veterinarian-in-charge.*
- 6. Ensuring the establishment maintains a current and valid registration issued by the board.*

B. Upon any change in veterinarian-in-charge, these procedures shall be followed:

- 1. The veterinarian-in-charge registered with the board remains responsible for the establishment and the stock of controlled substances until a new veterinarian-in-charge is registered or for five days, whichever occurs sooner.*
- 2. An application for a new registration, naming the new veterinarian-in-charge, shall be made five days prior to the change of the veterinarian-in-charge. If no prior notice was given by the previous veterinarian-in-charge, an application for a new registration naming a new veterinarian-in-charge shall be filed as soon as possible, but no more than 10 days, after the change.*
- 3. The previous establishment registration is void on the date of the change of veterinarian-in-charge and shall be returned by the former veterinarian-in-charge to the board five days following the date of change.*
- 4. Prior to the opening of the business, on the date of the change of veterinarian-in-charge, the new veterinarian-in-charge shall take a complete inventory of all Schedules II through V drugs on hand. He shall date and sign the inventory and maintain it on premises for three years. That inventory may be designated as the official biennial controlled substance inventory.*

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7. What are the responsibilities of a veterinarian-in-charge?

[Regulations Governing the Practice of Veterinary Medicine](#) state the following:

18VAC150-20-181. Requirements for veterinarian-in-charge.

A. The veterinarian-in-charge of a veterinary establishment is responsible for:

- 1. Regularly being on site as necessary to provide routine oversight to the veterinary establishment for patient safety and compliance with law and regulation.*
- 2. Maintaining the facility within the standards set forth by this chapter.*
- 3. Performing the biennial controlled substance inventory and ensuring compliance at the facility with any federal or state law relating to controlled substances as defined in § 54.1-3404 of the Code of Virginia. The performance of the biennial inventory may be delegated to another licensee, provided the veterinarian-in-charge signs the inventory and remains responsible for its content and accuracy.*
- 4. Notifying the board in writing of the closure of the registered facility 10 days prior to closure.*
- 5. Notifying the board immediately if no longer acting as the veterinarian-in-charge.*
- 6. Ensuring the establishment maintains a current and valid registration issued by the board.*

B. Upon any change in veterinarian-in-charge, these procedures shall be followed:

- 1. The veterinarian-in-charge registered with the board remains responsible for the establishment and the stock of controlled substances until a new veterinarian-in-charge is registered or for five days, whichever occurs sooner.*
- 2. An application for a new registration, naming the new veterinarian-in-charge, shall be made five days prior to the change of the veterinarian-in-charge. If no prior notice was given by the previous veterinarian-in-charge, an application for a new registration naming a new veterinarian-in-charge shall be filed as soon as possible, but no more than 10 days, after the change.*
- 3. The previous establishment registration is void on the date of the change of veterinarian-in-charge and shall be returned by the former veterinarian-in-charge to the board five days following the date of change.*
- 4. Prior to the opening of the business, on the date of the change of veterinarian-in-charge, the new veterinarian-in-charge shall take a complete inventory of all Schedules II through V drugs on hand. He shall date and sign the inventory and maintain it on premises for three years. That inventory may be designated as the official biennial controlled substance inventory.*

C. Prior to the sale or closure of a veterinary establishment, the veterinarian-in-charge shall:

- 1. Follow the requirements for transfer of patient records to another location in accordance with § 54.1-2405 of the Code of Virginia; and*
- 2. If there is no transfer of records upon sale or closure of an establishment, the veterinarian-in-charge shall provide to the board information about the location of or access to patient records and the disposition of all scheduled drugs.*

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8. Will an inspection proceed if the veterinarian-in-charge is not present during an inspection of a veterinary establishment?

There is no requirement for the veterinarian-in-charge to be present during an inspection. Per the regulations, only an authorized person may access Scheduled II –V Controlled Substances.

The veterinary establishment and veterinarian-in-charge may be subject to disciplinary action if the inspector is denied access to the veterinary establishment to conduct the inspection. [Regulations Governing the Practice of Veterinary Medicine](#) state the following:

18VAC150-20-190. Requirements for drug storage, dispensing, destruction, and records for all establishments.

D. All veterinary establishments shall maintain drugs in a secure manner with precaution taken to prevent theft or diversion. Only the veterinarian, veterinary technician, pharmacist, or pharmacy technician shall have access to Schedules II through V drugs, with the exception provided in subdivision 6 of this subsection.

6. Access to drugs by unlicensed persons shall be allowed only under the following conditions:

- a. An animal is being kept at the establishment outside of the normal hours of operation, and a licensed practitioner is not present in the facility;*
- b. The drugs are limited to those dispensed to a specific patient; and*
- c. The drugs are maintained separately from the establishment's general drug stock and kept in such a manner so they are not readily available to the public.*

18VAC150-20-210. Revocation or suspension of a veterinary establishment registration.

The board may revoke or suspend or take other disciplinary action deemed appropriate against the registration of a veterinary establishment if it finds the establishment to be in violation of any provision of laws or regulations governing veterinary medicine or if:

- 1. The board or its agents are denied access to the establishment to conduct an inspection or investigation;*

9. Is there an inspection form used during an inspection?

Guidance Document [76-21.2.1 Veterinary Establishment Inspection Report](#) is available under [Form Section](#) on the Board's website. The form may be used by a veterinary establishment to conduct a self-evaluation inspection.

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10. Where may a veterinarian-in-charge find information on controlled substances and the Prescription Monitoring Program?

[Drug Laws for Practitioners](#) is available for review on the Board's [website](#). Additional information is available for review by accessing the following guidance documents:

- [150-13](#) **Controlled Substances (Schedule II-VI) in Veterinary Practice**
- [150-21](#) **Frequently asked questions about reporting to the Prescription Monitoring Program**

11. What is the veterinary establishment required to do if deficiencies are found during an inspection?

Regardless of the type of inspection, the veterinarian-in-charge is responsible for ensuring the submission of responses to *all* deficiencies noted on the Inspection Summary. The response must be submitted within 14 days unless an extension is granted by the Board. Failure to respond may result in disciplinary action. [Regulations Governing the Practice of Veterinary Medicine](#) state the following:

18VAC150-20-140. Unprofessional conduct.

Unprofessional conduct as referenced in subdivision 5 of § 54.1-3807 of the Code of Virginia shall include the following:

- 18. Failure to submit evidence of correction resulting from a violation noted in an inspection or reported by another agency within 14 days, unless an extension is granted by the board.*

Deficiencies require a written response or *Proof of Corrective Action* which will be identified on the inspection report, unless corrected on-site and noted by the inspector in the report. A written response details the steps taken to correct each deficiency and *Proof of Correction Action* includes documentation in the form of pictures, receipts for purchases, or written demonstration that corrective steps have been taken. Responses, written or *Proof of Corrective Action*, may be submitted by email, fax, or postal carrier.

Deficiencies from Initial and Prior to Use of a New or Remodeled Surgical Suite Inspections

Written responses or *Proof of Corrective Action* (as noted on the inspection report) for all deficiencies must be documented prior to the issuance of the initial veterinary establishment registration or use of a new or remodeled surgical suite.

Deficiencies from Routine and Discipline/Compliance Related Inspections

Written responses or *Proof of Corrective Action* (as noted on the inspection report) must be documented and received by the Board within 14 days, unless an extension is granted by the Board. To request an extension, send request via one of the following methods:

- Email: bovminspections@dhp.virginia.gov
 - Subject line: Correction Action Extension for [Name of Veterinary Establishment]

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- Body of email include: Establishment name, Registration number, Type of Inspection and reason for extension request
- Fax: (804) 939-5242
- Mail: Board of Veterinary Medicine, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463

The inspection report and summary of deficiencies are two separate documents that are sent to the veterinary establishment via email after the inspection is completed. The summary of deficiencies may be electronically completed and submitted.

Steps taken to correct inspection deficiencies may be submitted to the Board of Veterinary Medicine via one of the following methods:

- Email: bovminspections@dhp.virginia.gov
- Fax: (804) 939-5242
- Mail: Board of Veterinary Medicine, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463

If submitting documents via email (see example below):

- On subject line include:
 - Establishment name, Registration number, Type of Inspection
- Body of email include:
 - Purpose (e.g. Submitting responses to inspection deficiency)
 - Any questions or concerns
- Attachments:
 - Inspection Summary/Written Response to *all* deficiencies
 - *Proof of Corrective Action* for the deficiencies that require additional documentation

To: bovminspections@dhp.virginia.gov

Subject: Establishment Name, Registration Number and Type of Inspection

Content: Attached are the [written responses and/or Proof of Correction Action] for the deficiencies noted during the inspection at [veterinary establishment name] conducted on [date of inspection].

Signature

Contact Phone Number

12. What type of board action may be taken against a veterinarian-in-charge and veterinary establishment for deficiencies found during a routine inspection?

The Board's authority to take action against a licensee or registrant for a violation of a law or regulation is provided in the [laws and regulations governing the practice of veterinary medicine](#).

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§ 54.1-3807. Refusal to grant and to renew; revocation and suspension of licenses and registrations.

The Board may refuse to grant or to renew, may suspend, or may revoke any license to practice veterinary medicine or to practice as a veterinary technician or registration to practice as an equine dental technician if such applicant or holder:

5. Is guilty of unprofessional conduct as defined by regulations of the Board;

18VAC150-20-140. Unprofessional conduct.

Unprofessional conduct as referenced in subdivision 5 of § 54.1-3807 of the Code of Virginia shall include the following:

6. Violating any state law, federal law, or board regulation pertaining to the practice of veterinary medicine, veterinary technology or equine dentistry.

Guidance Document [150-15](#) **Disposition of routine inspection violation** provides additional information for both the veterinarian-in-charge and the veterinary establishment on board actions related to routine inspections.

18VAC150-20-181. Requirements for veterinarian-in-charge.

A. The veterinarian-in-charge of a veterinary establishment is responsible for:

- 1. Regularly being on site as necessary to provide routine oversight to the veterinary establishment for patient safety and compliance with law and regulation.*
- 2. Maintaining the facility within the standards set forth by this chapter.*

18VAC150-20-210. Revocation or suspension of a veterinary establishment registration.

The board may revoke or suspend or take other disciplinary action deemed appropriate against the registration of a veterinary establishment if it finds the establishment to be in violation of any provision of laws or regulations governing veterinary medicine or if:

- 1. The board or its agents are denied access to the establishment to conduct an inspection or investigation;*
- 2. The holder of a registration does not pay any and all prescribed fees or monetary penalties;*
- 3. The establishment is performing procedures beyond the scope of a limited stationary establishment registration; or*
- 4. The establishment has no veterinarian-in-charge registered with the board.*

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13. What is the process for closing a veterinary establishment?

Complete the [Notification for Closure of Veterinary Establishment](#) form and submit to the Board via fax, email or postal mail. In addition, please review Guidance Document [150-7](#) Disposition of Cases Involving Failure of Veterinarian-in-Charge to Notify Board of Veterinary Establishment Closure.

18VAC150-20-181. Requirements for veterinarian-in-charge.

C. Prior to the sale or closure of a veterinary establishment, the veterinarian-in-charge shall:

- 1. Follow the requirements for transfer of patient records to another location in accordance with § 54.1-2405 of the Code of Virginia; and*
- 2. If there is no transfer of records upon sale or closure of an establishment, the veterinarian-in-charge shall provide to the board information about the location of or access to patient records and the disposition of all scheduled drugs.*