Dear Hospital Director

Thank you for your enquiry regarding the ASAV Accredited Veterinary Hospital Scheme.

The costs currently involved in accreditation cover records assessment by the relevant specialists, administration of the scheme, and costs involved for the onsite inspection (inspectors fee, airfares if required, accommodation if required, petrol and other travel expenses).
Summary of the full ASAV Accredited Veterinary Hospital Scheme fee structure is as follows:

- Initial Accreditation $2125.00 incl. GST
- Re-accreditation $2125.00 incl. GST
- Additional records evaluation $ 270.00 incl. GST
  (If the medical and/or radiology records do not pass assessment, resubmission(s) will be required at $270.00 incl. GST for the set of medical records and $270.00 incl. GST for the set of radiology records)
- Repeat site inspection $1360.00 incl. GST
  (In the event that there are deficiencies identified that warrant correction before accreditation can be recommended, however, these can be addressed within a reasonable time-frame, a repeat site inspection may be arranged at $1360.00 incl. GST)

The ASAV Accredited Veterinary Hospital Scheme is largely self-funding.

Please read through the ASAV Manual of Hospital Standards and Accreditation. The process of applying for accreditation requires you to complete all the sections of the manual and submit to the ASAV office along with <u>five</u> medical case records and <u>three</u> radiology case records <u>before October 31st the year prior</u> to hospital inspection. The manual can be downloaded via the AVA website or alternatively you can contact the ASAV office for a copy via asav@ava.com.au.

For further information on the accreditation application, please refer to the ASAV Manual of Hospital Standards and Accreditation: "Procedure for Submission of Applications & Inspection".

Please note that all hospital directors must be members of the ASAV.

Medical and radiology records will be reviewed shortly after submission, you will be contacted about the date of the on-site inspection following assessment of these records.

Your hospital must be ready for inspection on the appointed/agreed date/time. It is expected that the building, equipment, staff, records and standards of patient care will be maintained to the same high standard throughout the period of accreditation as on the day of inspection. Please note that an inspection cannot be made of your hospital unless the required medical and radiology records have been received.

Inspections generally take place between February and May and inspectors will contact the accrediting hospitals to organise a suitable date and time. The time taken for inspection varies but is usually between three to four hours.

Inspections will be completed in time for the ASAV Annual Conference where accreditation plaques are presented at the Gala Awards dinner.

Should there be any change of ownership of your hospital (including change in Directors or significant shareholders) during the period of accreditation then you MUST:

- Inform the ASAV in writing within one month of such a change
- Contact the ASAV to obtain the relevant details of accreditation and any conditions attached to this. The ASAV will then formally notify the new owner of the next inspection date. It is only under exceptional circumstances that a change in ownership will entitle a hospital to delay re-inspection.

We encourage all newly accrediting hospitals who have questions about the accreditation process or the manual to contact the ASAV office on 02 9431 5090 or email asav@ava.com.au.

ASAV can put applicants in touch with an already accredited hospital who can serve as a reference and also discuss the benefits of accreditation from their perspective. This hospital may be able to provide additional support throughout the accreditation process.

A period of 6 to 12 months is recommended for all correspondence in preparation for submission of the application by the 31 October deadline.

Sincerely,

Dr Bruce Parry, Dr David Mason, Dr Adrian Choi & Dr David Lee
Convenors & Inspectors