

Dear Hospital Director

Your hospital is due for reaccreditation next year therefore your application is due by October 31<sup>st</sup> this year. The process of applying for reaccreditation requires you to again complete all the sections of the ASAV Manual of Hospital Standards and Accreditation and submit to the ASAV office along with five medical case records and three radiology case records. The most up-to-date manual can be downloaded via the AVA website or alternatively you can contact the ASAV office for a copy via [asav@ava.com.au](mailto:asav@ava.com.au). We endeavour to update this manual annually to ensure our hospitals are always striving for best practice, so please ensure you are working towards reaccreditation from our most current manual.

Medical and radiology records will be reviewed shortly after submission and you will be contacted about the date of the on-site inspection following assessment of these records. Your hospital must be ready for inspection at 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; the inspector will contact you 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.

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

If there has been 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 of such a change
- Contact the ASAV to obtain the relevant details of accreditation and any conditions attached to this. It is only under exceptional circumstances that a change in ownership will entitle a hospital to delay reinspection.

The ASAV Accredited Veterinary Hospital Scheme is largely self-funding. The costs currently involved in accreditation cover records assessment by the relevant specialists, administration of the scheme, and costs involved for the onsite inspection.

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 Australian Veterinary Association Ltd

If you have any questions regarding the reaccreditation process, please contact the ASAV office on 02 9431 5090 or email [asav@ava.com.au](mailto:asav@ava.com.au).

*Sincerely,*



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



**Accredited**  
Veterinary  
Hospital  
Scheme



The Australian Veterinary Association Ltd

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