University of Victoria Animal Care Notable Event Process

Flowchart C: Notable Event - Minor Impact

Minor Impact Determination
(refer to Flowchart A – Event Assessment)

ACC Chair delegates completion of Notable Event Form for Minor Impact to PASC

PASC contacts PI/User to communicate required response and establishes appropriate follow-up date (i.e. 7 – 30 days) on behalf of the ACC (delegated by ACC Chair). Veterinary Director, ACC Chair, AVPRO, Coordinator and Animal Ethics Liaison (AEL) copied on communication.

PI/User provide feedback/response. Veterinary Director input requested when appropriate. Veterinary Director, ACC Chair, Coordinator and AEL copied on communication.

PASC provides update to all parties (7 – 30 days). (In case of appeal, AVPRO not updated.)

Resolved?

Resolved by first follow-up date

Paperwork submitted.
Protocol amended.
Training/confirmation completed.
PASC provides update to all parties. AVPRO notified event resolved.

Unresolved?

Unresolved by first follow-up date

• PASC, +/- Coordinator meets with PI/User to complete protocol/paperwork within 7 – 30 days.
• PASC, +/- Coordinator schedules training/testing within 7 - 30 days.
• PASC provides update to Veterinary Director, PI/User, Coordinator, ACC Chair, and AEL. Updates Minor Notable Event Report and sets next follow-up date.
• PI/User provide feedback/response

Resolved by second follow-up date

Unresolved by second follow-up date

• PASC, +/- and Coordinator meet with PI/User, ACC Chair and others as appropriate (e.g. Veterinary Director) for issue update and decide on next follow-up date.
• PASC provides updates to all parties. (In case of appeal, AVPRO not updated.)
• PI/User provide feedback/response

Resolved by third follow-up date

Unresolved by third follow-up date

• Issue forwarded to ACC for review and resolution at next ACC meeting.
• AEL communicates ACC decision to PI
• If necessary, appeal to Vice President Research (via AVPRO).
• VPR decision final.

• PASC provides follow-up as directed by the ACC/VPR