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?

Unresolved?

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

- 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 first follow-up date

Unresolved by first 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 second follow-up date

Unresolved by second follow-up date

- PASC, +/- Coordinator, ACC Chair and others as appropriate (e.g. Veterinary Director) meet with PI/User for issue update and decide on next follow-up date.
- PASC reports to ACC of unresolved Minor Impact Notable Event. PI/User, Vet & AEL copied on communication. (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