University of Victoria Animal Care Notable Event Process

Flowchart D: Notable Event - Major Impact

Major Impact Assessment (refer to Flowchart A – Event Assessment) ACC Chair delegates completion of Notable Event Form for Major Impact to PASC Secure the scene/manage infrastructure immediately (e.g. flood) PASC contacts PI/User, ACC Chair, AVPRO, Veterinary Director, Coordinator and AEL. Animals are treated/euthanized within appropriate time period (based on condition). PASC provides report to ACC within two business days of original event. Follow-up: PASC, Veterinary Director, ACC Chair, +/- Coordinator meet (in person/phone) with PI/User within three business days of original event. +/- suspend procedures (ACC decision based on information/recommendations from PASC, Veterinary Director and Coordinator) Update Notable Event (PASC). Establish appropriate follow-up to date and action plan (ACC Chair decision – PASC logistics). PASC communicates to Vet, Coordinator, ACC Chair, AVPRO and AEL via email. PI/User provide written feedback/response If applicable, complete and send report to CCAC within 7 days of the original event. Provide AVPRO and ACC chair with copy of report (cc on email to CCAC) Resolved by first follow-up date Unresolved or ongoing problems by first follow-up date Complete training, update AUP PI/User meets with PASC, ACC Chair, +/- Veterinary PASC provides final report to ACC (resolved). Director, +/- Coordinator and others as appropriate within two business days PASC communicates to PI/User, AVPRO and AEL. +/- suspend procedures (ACC Decision). PI/User provide feedback/response. Update Notable Event Report. Establish appropriate follow-up date and action plan. PASC communicates to CCAC, Coordinator, ACC Chair, Veterinary Director and AEL via email. PI/User provide feedback/response. Resolved by Unresolved or ongoing second follow-up date problems by second follow-up date PI/User meets with PASC, ACC Chair, +/-Vet, +/- Coordinator and others as appropriate, for issue update and decide on next actions within **two** business days of follow-up date. +/- suspend procedures (ACC decision). PASC provides updates to all parties, CCAC and ACC within one business day. PI/User provide feedback/response. Appeal to Vice President Research (via AVPRO) VPR decision is final. PASC provides follow-up as directed by the ACC/VPR.