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
  - 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.

**Unresolved?**

- **Unresolved** by first follow-up date
  - PASC, +/- Coordinator meets with PI/User to complete protocol/paperwork within 7 – 30 days. PASC provides update to all parties. AVPRO notified event resolved.
  - **Resolved** 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 provides updates to all parties. (In case of appeal, AVPRO not updated.)
    - PI/User provide feedback/response.

- **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
  - 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.

- **Unresolved** by third follow-up date
  - PASC provides follow-up as directed by the ACC/VPR