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

- Complete training, update AUP
- PASC provides final report to ACC (resolved).
- PASC communicates to PI/User, AVPRO and AEL.
- PI/User provide feedback/response.

Unresolved or ongoing problems by first follow-up date

- PI/User meets with PASC, ACC Chair, +/- Veterinary Director, +/- Coordinator and others as appropriate within two business days
- +/- suspend procedures (ACC Decision).
- 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 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.

Unresolved or ongoing problems by second follow-up date

- Appeal to Vice President Research (via AVPRO)
- VPR decision is final.
- PASC provides follow-up as directed by the ACC/VPR.