Procedures for Sick Animal Response

Procedure Number: PROC-009
Version Number: 02
Category: Post Approval Monitoring
Subject: Steps for responding to sick animals, and for applying for and certifying SAR Designates
Approving Authority: Animal Care Committee
Responsible Office: Institutional Veterinarians
Related Policy: Sick Animal Response (POL-009)
Approval Date: July 12, 2018
Effective Date: August 12, 2018
Previous Approval Dates: October 7, 2015; March 10, 2016

Steps associated with responding to a ‘sick animal’ (see definitions below) are outlined the following flow charts:

- PROC–009A — Step 1 – Sick Animal Diagnosis & Intervention Planning outlines the steps to be followed for diagnosing sick animals and intervention planning.

- PROC–009B – Step 2 – Sick Animal Interventions outlines the steps to be followed by institutional veterinarians/SAR designates/PIs and their staff when intervening in response to sick animals.

- PROC–009C – Step 3 – Animal Morbidity / Mortality Logs outlines the requirements for recording and reporting animal morbidity and mortality.

Steps associated with applying for and certifying SAR Designates are outlined within the following:

- PROC-009D – SAR Designate Certification & Review Process
- PROC-009E – SAR Designate Application Form
- PROC-009F – SAR Designate Certificate
Definitions

Animal Morbidity – A. For Purposes of Veterinary Interventions & Post Mortems - Any sick animal’s condition that is beyond the experimental parameters identified in the related AUP; B. For Purposes of Morbidity Log Record-Keeping – All sick animals

Animal Mortality – Any animal that has died under any circumstance or condition, with the exception of one that has reached its experimental endpoint as outlined within the related AUP. Includes animals found dead and morbid animals requiring early euthanasia

Critical Animal – A Sick animal having serious to severe health concerns, as determined by an Institutional Veterinarian that requires immediate intervention in order to relieve unnecessary or unacceptable pain or suffering

Designated Animals – All other animals than those identified as Directed Animals whose initial diagnosis and treatment have been designated to SAR Designates, e.g. Veterinary Technicians, Animal Care Supervisors, trained and competent PIs, and their staff
  • Includes all species not listed as directed, e.g. rodents, birds and fish
  • Non-critical health concerns
  • Non-critical sick animals associated with experimental groups with no known history of increased morbidity
  • Non-critical animals not identified by an Institutional Veterinarian or the ACC to require his/her direct involvement

Directed Animals –
  • Species - Pigs, sheep, dogs, cats, non-human primates, and rabbits
  • Conditions as determined by the ACC or an Institutional Veterinarian
  • Any sick animal with critical (serious to severe) health concerns
  • Any sick animals associated with experimental groups experiencing increased morbidity
  • Any animal identified by an Institutional Veterinarian or the ACC to require his/her direct involvement on a case-by-case basis

Experimental Parameters – ACC pre-approved (via AUP) experimental conditions, procedures or research models directly attributable to the research purpose that may alter an animal’s normal physical, psychological and/or behavioural state, e.g. spinal cord injury model: lower limb paralysis

Sick Animal – Any animal that presents clinical signs reflecting all health concerns – physiological, psychological, and/or behavioural - related or unrelated to experimental procedures
Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Author</th>
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<tbody>
<tr>
<td>00</td>
<td>07-10-15</td>
<td>New procedure, including distinct flow charts for Directed and Designated animals, SAR Designate application process and request form</td>
<td>LT/TDL</td>
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<tr>
<td>01</td>
<td>10-03-16</td>
<td>Updates to definitions; unified flow charts for Steps 1 &amp; 2 for Directed and Designated species; removed telephone scripts</td>
<td>LT/TDL</td>
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<tr>
<td>02</td>
<td>12-07-18</td>
<td>New cover sheet and template used; updated Step 1 to incorporate new 'SAR' emails; added SAR Designate Certification form</td>
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Animal Care Committee

Procedures for Sick Animal Response PROC-009A
Sick Animal Diagnosis & Intervention Planning – STEP 1
Approval Date: 12JUL2018
Effective Date: 12AUG2018

**Sick Animal Identified**

- **Directed Animals**
  - **If Critical Animal**, immediately page ACVS Veterinarian - 519-661-2195
  - Identify Cage/Animal
  - Following examination & with reference to the AUP, ACVS Vet immediately attempts to consult with PI & Facility Supervisor or their designates
  - If PI/designate is not readily available for consultation, ACVS Vet to proceed with intervention
  - If PI/designate is readily available, PI & ACVS Vet consult on best course of action for animal

- **If Non-Critical Animal**, check AUP to identify if symptoms & related treatments are specifically identified within experimental model
  - ACVS Vet contacts PI & Facility Supervisor / designates to consult on best course of action for animal

- **Designated Animals**
  - **If Critical Animal**, follow Directed Animals process
  - **If Non-Critical Animal**, check AUP to identify if symptoms & related treatments are specifically identified within experimental model
  - If outside AUP experimental parameters, contact ACVS Vet for further instruction
  - If outside AUP experimental parameters, contact facility specific SAR email for further instruction
  - **If Within AUP experimental parameters**, follow the AUP, related monitoring sheet, Record abnormalities within in-room health monitoring binder & relay details to Vets (acvsvet@uwo.ca) c.c. facility-specific SAR email
  - SAR Designate in conjunction with PI / AC Staff to provide ongoing monitoring in accordance with the AUP and with veterinary oversight
  - **If Within AUP experimental parameters**, follow the AUP & related monitoring sheet, and record abnormalities within in-room health monitoring binder
  - Implement AUP-approved humane intervention and early euthanasia endpoints
  - ACVS Vet (or veterinary directed designate) contacts PI & Facility Supervisor / designates to consult on best course of action for animal
Treatment or euthanasia plan as appropriate to the animal’s health status (see PROC-009A Diagnosis & Intervention Planning - STEP 1)

Directed Animals

If Critical Animal

ACVS Vet or SAR or other veterinary Designate, as directed by the Vet, to provide immediate treatment or euthanasia

Document observations & actions within in-room health monitoring binder
Send email record to all involved stakeholders, including ACVS Vet, of actions taken and related observations

If animal is treated, ACVS Vet to ensure regular follow-up monitoring and treatments, as required

If Non-Critical Animal

ACVS Vet, SAR or other veterinary Designate, as directed by the Vet, to administer treatments. SAR Designate to follow SAR Algorithm

Document observations & actions within in-room health monitoring binder
Send email record to all involved stakeholders, including ACVS Vet, of actions taken and related observations

ACVS Vet to ensure regular follow-up monitoring and treatments, as required

Designated Animals

If Critical Animal, follow Directed Animals

If Non-Critical Animal

SAR or other Veterinary Designate to administer treatments outlined within SAR Algorithm

Document observations & actions within in-room health monitoring binder & send email record to all involved stakeholders, including ACVS Vet, of actions taken and related observations

SAR Designate to ensure regular follow-up monitoring and treatments, as required
Animal Care Committee

Procedures for Sick Animal Response PROC-009C
Animal Morbidity / Mortality Logs – STEP 3
Approval Date: 12JUL2018
Effective Date: 12AUG2018

FOLLOW SICK ANIMAL DIAGNOSIS & INTERVENTION FLOW CHARTS – STEPS 1 & 2

Animal Morbidity

Follow Sick Animal Diagnosis & Intervention Flow Charts - Steps 1 & 2

Inform ACVS Vet, AC Facility Supervisor, PI / Designate via facility-specific SAR email of all sick animals - Def A

AC Supervisor to record detail in facility-specific mortality log by AUP # & calendar year

AC Facility Supervisor to post YTD morbidity log to PI & ACC via OWL on a monthly basis

Animal Mortality

Immediately inform ACVS Vet, AC Facility Supervisor, PI / Designate - facility-specific SAR email

AC Supervisor to record detail in facility-specific mortality log by AUP # & calendar year

AC Facility Supervisor to post YTD mortality log to ACC via OWL on a monthly basis

PI / Facility Supervisor to hold body for Post Mortem, unless otherwise directed by ACVS Vet

Post Mortem performed by ACVS Vet or designate (e.g. PI) Results shared with PI / designate / AC Supervisor
Animal Care Committee
Procedures for Sick Animal Response PROC-009D
Sick Animal Response Designate Certification & Review Process
Approval Date: 12JUL2018
Effective Date: 12AUG2018

Form Submission - SAR Designate applicant emails SAR Designate Role Application Form to acvsvet@uwo.ca

Form Follow-Up - Institutional Veterinarian reviews form, and then follows up directly with SAR Designate applicant to arrange a meeting/discussion

Competency Assessment – As appropriate, Vet or designate performs competency assessment of SAR Designate applicant – may require skills demonstration

Skills Training – As appropriate, Vet may require SAR Designate applicant to undergo formal skills training to ensure competence

ACC Review of Applicant – Vet references ACC Executive regarding SAR Designate applicant and seeks ACC decision

If Approved by ACC to act as SAR Designate

Email Approval Notice – Vet or designate informs applicant via email of ACC decision regarding their request to act as a SAR Designate (includes updated application form), and arranges a follow-up meeting to develop SAR Algorithms to be followed by the Designate

SAR Algorithm Development – Vet works directly with SAR Designate and related PIs to develop site-species-project-specific procedures for diagnosing and treating anticipated health concerns

SAR Algorithm Approval – Vet emails SAR Designate and related PIs the specific SAR Algorithms approved for the SAR Designate use.

SAR Designate/Algorithm Review – At minimum annually, Vet or designate reviews Designate accountabilities, related AUPs, and approved SAR Algorithms to ensure they meet current standards of veterinary care and specific animal group needs. May involve discussion/meeting with SAR Designate/related PI's
**Sick Animal Response (SAR) Designate Role Application Form**

Email form to acsvet@uwo.ca

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### Full Name

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<th>Current Job Title</th>
<th>Animal Holding Location(s)</th>
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### Direct supervisor(s) name(s)

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<th>Is your current role completely at arms-length from the research associated with your requested ‘SAR designate’ role?</th>
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<td>□ Yes □ No</td>
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### Outline your current animal-science related responsibilities

Outline your animal-science related experience (include date range)

List researcher names and their animal use protocol (AUP) numbers associated with your requested ‘SAR designate’ role

### Qualifications

| □ Registered Veterinary Technician | □ Veterinary or Animal Health Technician | □ Registered Lab Animal Technician |

| □ Other, please outline: |

Provide a rationale for acting as a ‘SAR designate’

### Commitments

AS A SAR DESIGNATE, I AGREE TO DISCLOSE AND RESPOND TO ALL ANIMAL HEALTH CONCERNS AS OUTLINED WITHIN UCAC’S SICK ANIMAL RESPONSE POLICY AND RELATED ANIMAL CARE COMMITTEE PROCEDES □

WHERE APPROVED PROCEDURES DO NOT EXIST FOR AN IDENTIFIED ANIMAL HEALTH CONCERN, I WILL IN ALL INSTANCES CONTACT AN ACVS VETERINARIAN (acsvet@uwo.ca / 519-661-2195) □

AS A SAR DESIGNATE, I AGREE TO FOLLOW ONLY THE PRESCRIBED DIAGNOSIS & TREATMENT PLANS PRE-APPROVED AND PROVIDED BY AN ACVS VETERINARIAN □

I UNDERSTAND THAT I MAY BE REQUIRED TO COMPLETE A COMPETENCY ASSESSMENT AS REQUESTED BY AN ACVS VETERINARIAN □

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**Animal Care Committee Office Use Only**

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<th>DATE RECEIVED:</th>
<th>DATE SUBMITTED TO ACC:</th>
<th>DATE OF ACC DECISION:</th>
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**ACC DECISION:** □ APPROVED □ APPROVED PENDING CLARIFICATION, SEE BELOW □ NOT APPROVED, SEE BELOW

Animal care committee comments:

SAR Algorithm List:
As of XXXXX, XXXXXX is hereby certified as a Sick Animal Response (SAR) Designate.

As such, he/she is responsible to:

I. undertake daily animal health observations to assess the well-being of animals under their care
II. directly involve an Animal Care and Veterinary Services (ACVS) Veterinarian in the diagnosis, treatment planning and follow-up for Critical and Directed animals.
III. follow the instructions of the ACVS Veterinarian for the care of sick animals
IV. follow SAR Algorithms when intervening on behalf of an ACVS Veterinarian
V. notify their supervisor, Animal Care Facility Supervisors and ACVS Veterinarians on concerns regarding an animal’s health, behaviour and/or well-being and provide updates on the status of animals undergoing veterinary treatment
VI. ensure documentation associated with sick animal identification, diagnosis, treatments and all associated records align with the Animal Care and Use Records Policy and is made readily available for review by ACVS Veterinarians
VII. inform supervisor of animal morbidity and mortality
VIII. hold all bodies associated with animal morbidity and mortality for post-mortem examination by an ACVS Veterinarian or designate, unless directed otherwise by an ACVS Veterinarian
IX. record all animal morbidity and mortality in distinct logs to be made available at all times and upon request to ACVS Veterinarians, Animal Care Committee (ACC) members, and regulatory inspectors, and to be forwarded to the AC Facility Supervisor for inclusion in monthly reporting to the ACC.
X. ensure up-to-date emergency information is available within the animal holding room at all times

This designation is valid on the condition of maintaining a Registered Technician status (ie. Registered Veterinary Technician, Registered Laboratory Animal Technician).

All SAR Designates are required to be adequately trained and appropriately experienced with the animals under their care/oversight and have authorization to act on behalf of their direct supervisor and as confirmed by an ACVS veterinarian. An ACVS Veterinarian is ultimately responsible for conducting diagnoses and determining appropriate treatments for sick animals.

Approval granted by

Emily Truscott, DVM
Clinical Veterinarian
ACVS