I. Procedures for Facility Visits by Institutional Animal Health Professionals

Institutional Veterinarians and/or their Designates will:
1) establish and maintain a schedule of facility visits as per the PAM Risk Analysis Record in conjunction with the University Veterinarian and area supervisors;
2) undertake scheduled visits;
3) maintain a visit log – location, date, issues flagged;
4) document any issues identified during visits that require follow-up;
5) forward documentation to the Executive on an as needs basis; and
6) forward unresolved Concerns to the ACC Executive via the Concerns Policy (POL-004).

The ACC Executive will:
1) review submitted documentation and provide direction with respect to follow-up; and
2) annually review the PAM Risk Analysis Record.

II. Procedures for Animal Use Protocol Visits

The PAM Coordinator will:
1) identify AUPs newly approved, or during the Annual Protocol Renewal process, that require direct observation of associated procedures;
2) schedule a visit to the area with associated stakeholders;
3) undertake the observation, assess for alignment with AUP and standards of veterinary care, correct deficiencies, offer best practices/suggestions and relay observations to the individuals involved;
4) document the observations and any issues identified that require follow up; relay docs to the Assistant Director-Compliance Assurance;
5) maintain related logs of the visits; and
6) forward any unresolved issues or Concerns arising from the observation to the ACC Executive via the Concerns Policy (POL-004).

The ACC Executive will:
7) review submitted documentation and provide direction with respect to follow-up.

III. Procedures for ACC Directed Evaluations

ACVS Assistant Director-Compliance Assurance, or Designate, will:
1) record ACC expectations during their meetings; and
2) ensure a timely follow-up evaluation is scheduled.

Institutional Veterinarians or designates will:
3) undertake the specific observations and/or evaluations as directed by the ACC;
IV. Procedures for Field Research Reviews

**PAM Coordinator will:**
1) identify AUPs due for review; and
2) outreach to associated PIs requesting records, per the Policy (POL-020).

**Field Researchers will:**
3) provide requested information within an agreed-upon timeframe.

**PAM Coordinator will:**
4) review information provided and develop a report;
5) document details using an ACC-approved Field Study Evaluation Report template; distribute to stakeholders and ACVS Assistant Director - Compliance electronically file in a centralized location;
6) maintain related logs;
7) forward the reports to the ACC Executive; and
8) forward any unresolved Concerns to the ACC Executive via the Concerns Policy (POL-004).

**The ACC Executive will:**
9) review submitted documentation and provide direction with respect to follow-up.

---

**Revision History**

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>12-04-2017</td>
<td>New Policy (originally created as a policy)</td>
<td>LT</td>
</tr>
<tr>
<td>01</td>
<td>05-30-2018</td>
<td>CCV Risk Analysis Record to receive within-year updates based upon other CCV feedback, e.g. from ACC Site Visits; remove general reporting frequency reqmt (monthly) &amp; reqmt for Assist. Dir-Compliance Assurance to ‘review’ reports/logs in advance of ACC Executive Mtgs; Update CCV naming conventions (remove term CCV); Remove section for ‘CCVs by ACC Leaders’; Add section for ‘AUP Visits’; remove Definitions &amp; ACC Member ‘Roles &amp; Resp’; remove R&amp;R details for ACC Site Visit Maint from Instit. Vet role</td>
<td>ACVS Vets / LT</td>
</tr>
<tr>
<td>02</td>
<td>09-04-2020</td>
<td>Revamp of Continuing Care Visits Policy into a procedures format; Remove Roles &amp; Responsibilities</td>
<td>LT</td>
</tr>
<tr>
<td>03</td>
<td>08-10-2020</td>
<td>Update to include new role – PAM Coordinator; remove ACC Site Visit section (to be established as stand-alone policy); Change procedure title to focus upon animal health professional visits; move ‘Framework’ elements to new policy (POL-020).</td>
<td>LT/SG</td>
</tr>
</tbody>
</table>