

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.
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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.
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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;

- 4) develop associated reports; and
- 5) forward reports to the ACC Executive.

The ACC Executive will:

review submitted documentation and provide direction with respect to follow-up.

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.
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Revision History

Version	Date	Description of Changes	Author
00	12-04-2017	New Policy (originally created as a policy)	LT
01	05-30-2018	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) & 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 & ACC Member 'Roles & Resp'; remove R&R details for ACC Site Visit Maint from Instit. Vet role	ACVS Vets / LT
02	09-04-2020	Revamp of Continuing Care Visits Policy into a procedures format; Remove Roles & Responsibilities	LT
03	08-10-2020	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).	LT/SG