

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**
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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

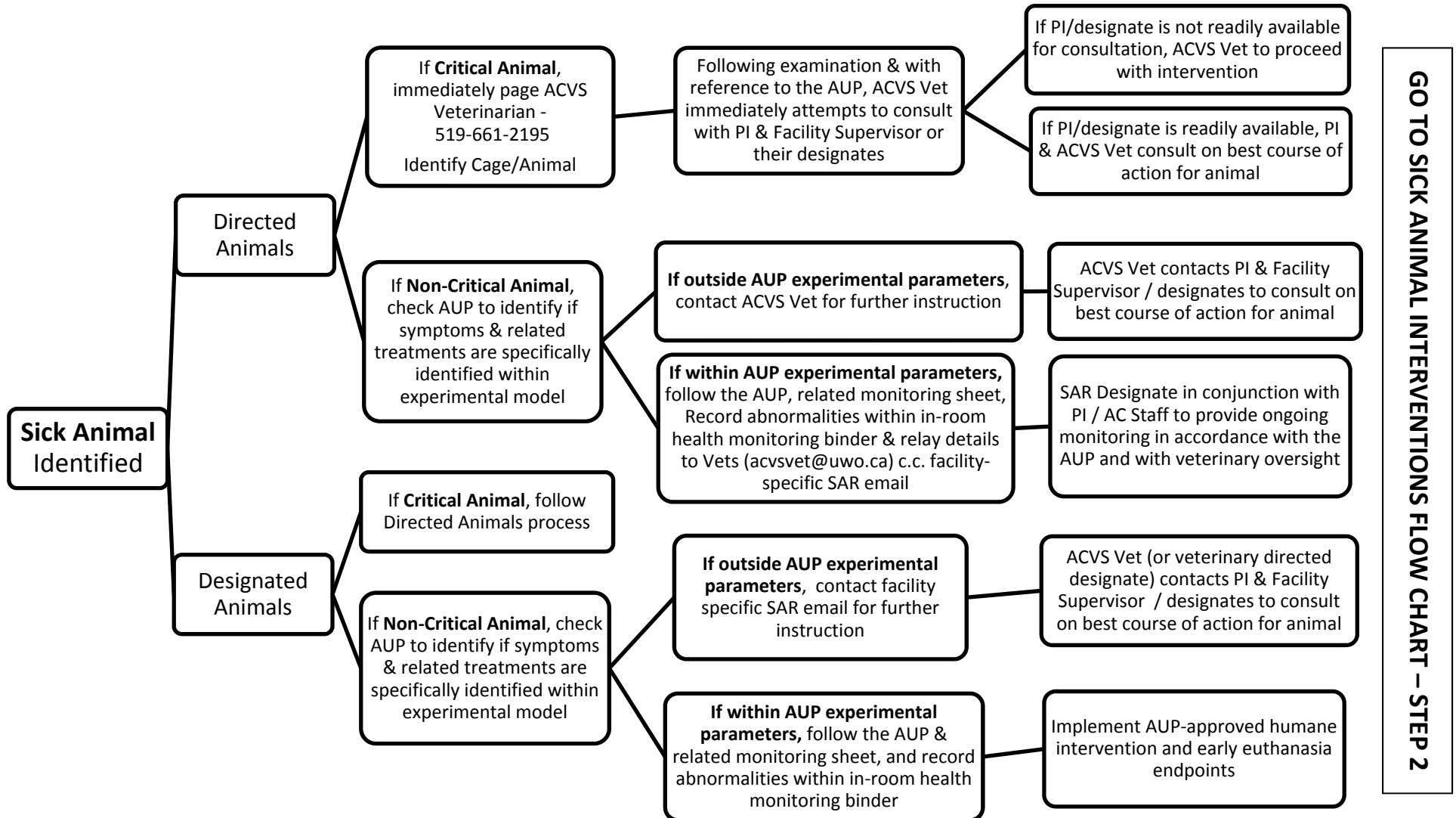
Experimental Parameters – ACC pre-approved (via AUP) experimental conditions, procedures or research models directly attributable to the research purpose that may alter an animal's normal physical, psychological and/or behavioural state, e.g. spinal cord injury model: lower limb paralysis

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

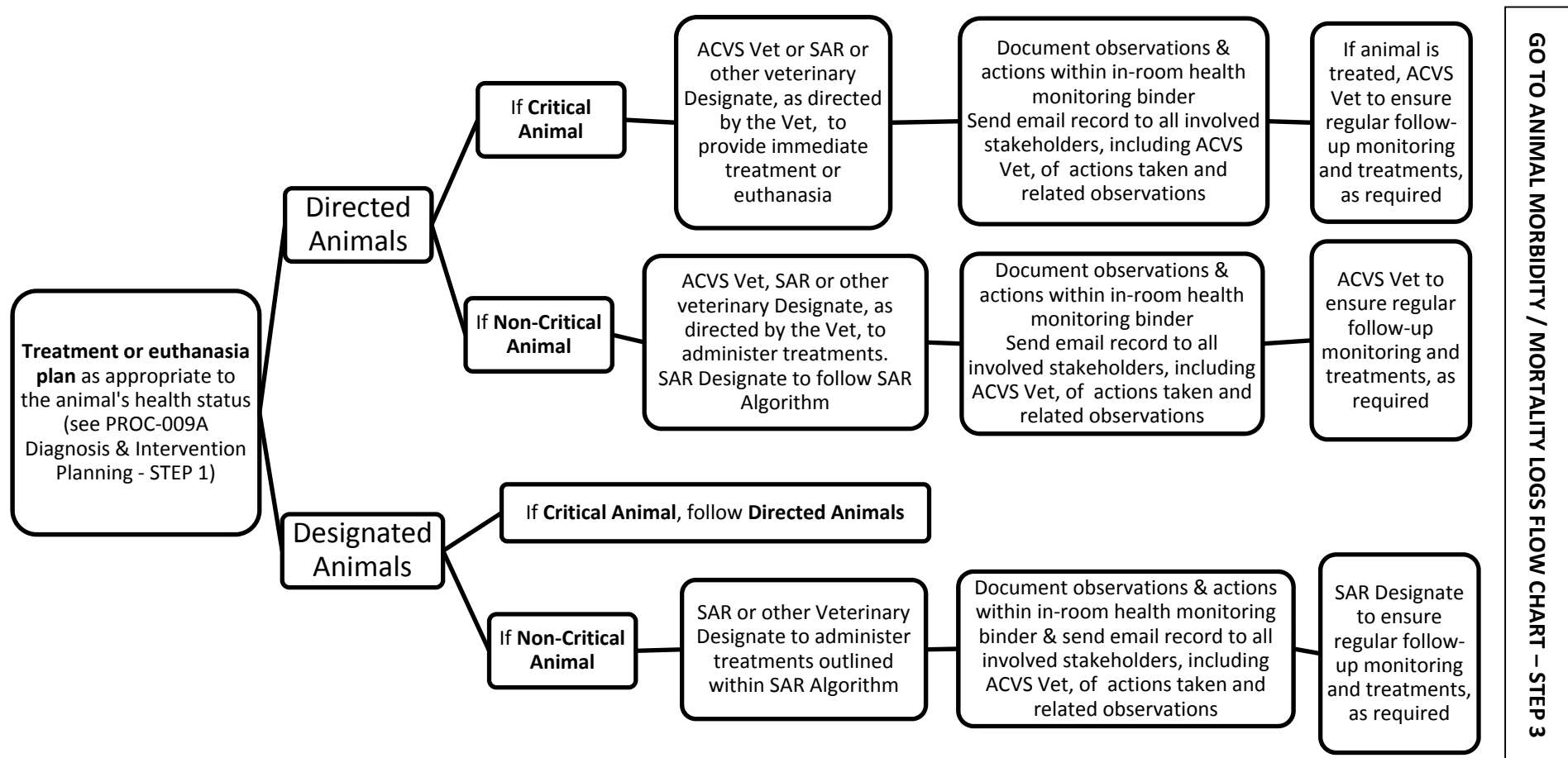


Revision History

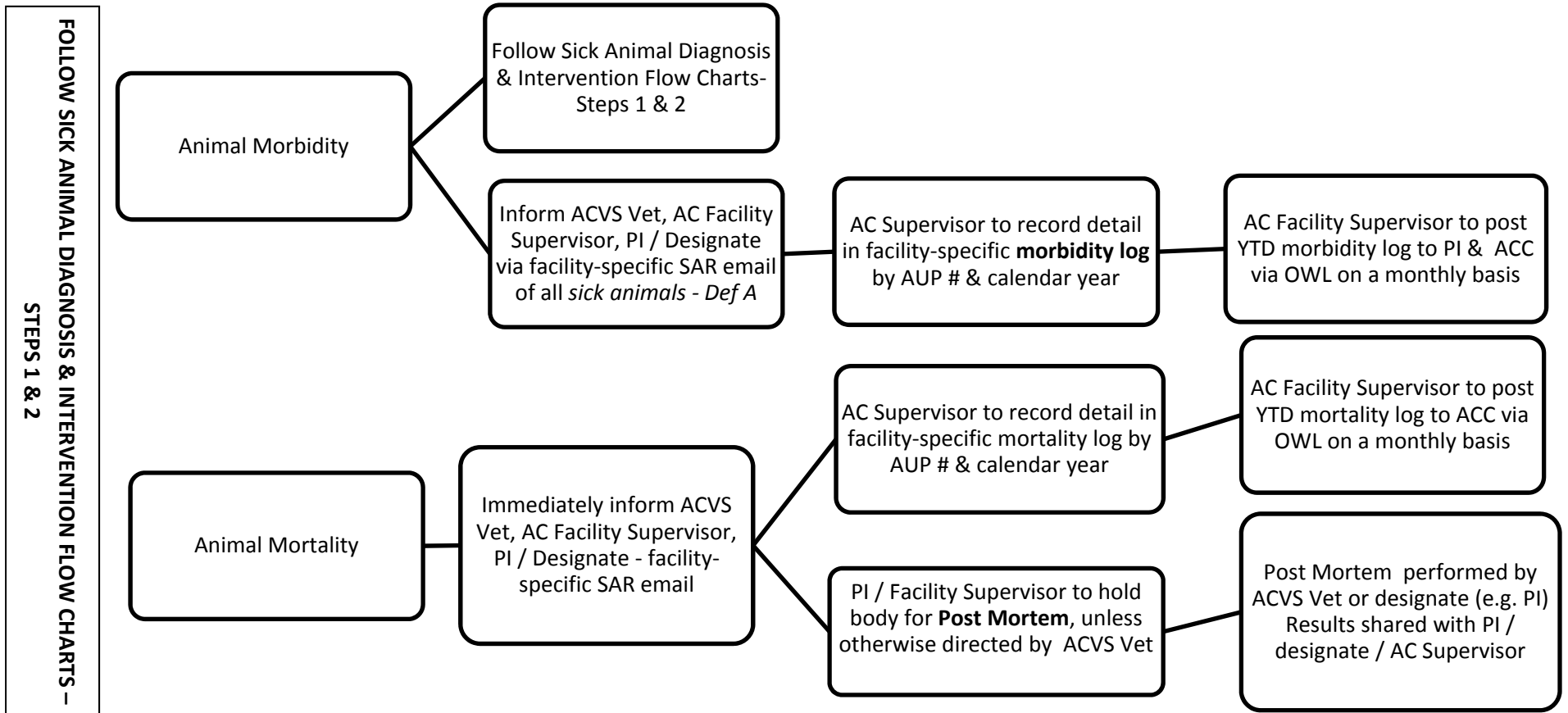
Version	Date	Description of Changes	Author
00	07-10-15	New procedure, including distinct flow charts for Directed and Designated animals, SAR Designate application process and request form	LT/TDL
01	10-03-16	Updates to definitions; unified flow charts for Steps 1 & 2 for Directed and Designated species;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

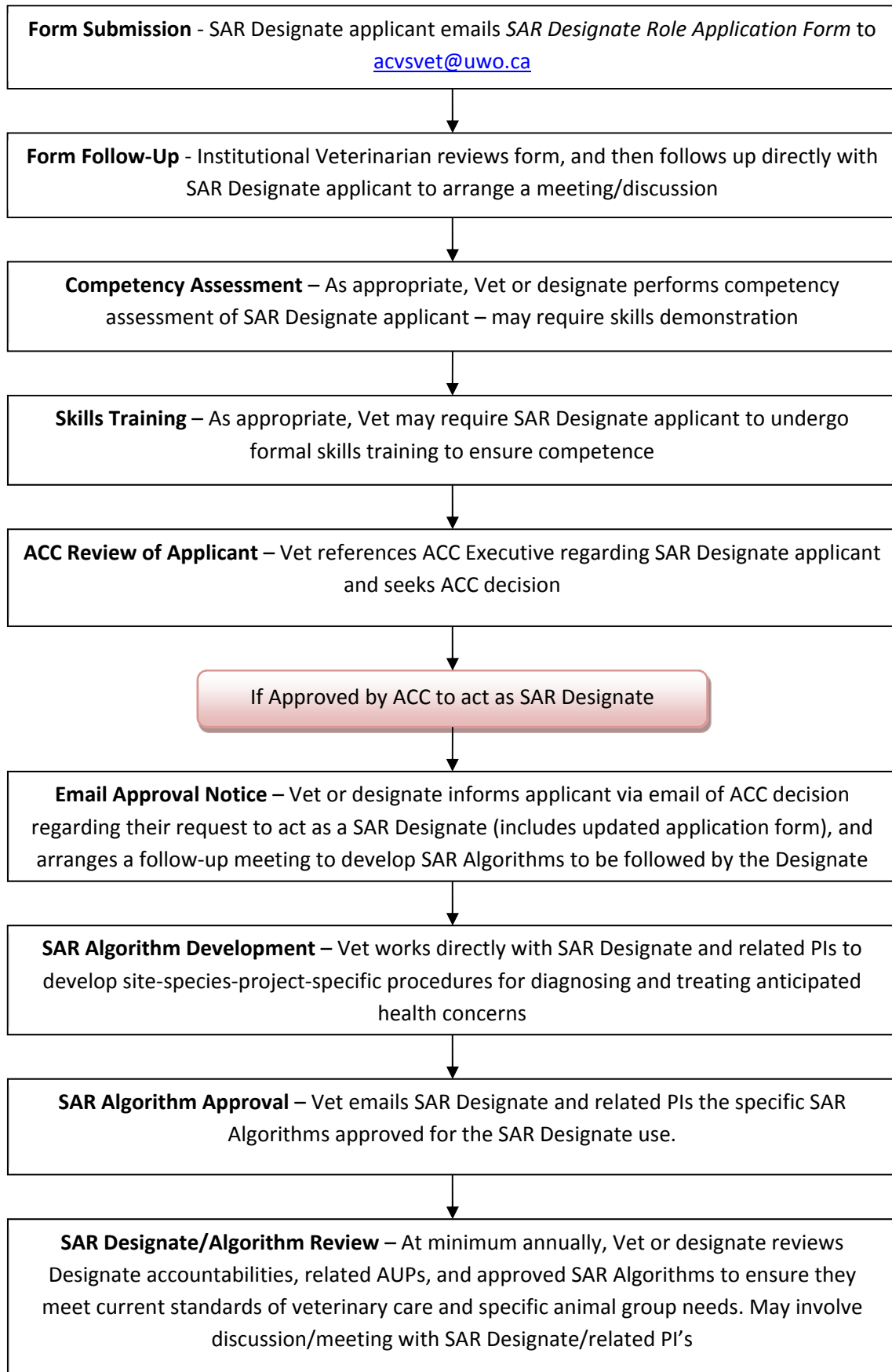


GO TO SICK ANIMAL INTERVENTIONS FLOW CHART – STEP 2



GO TO ANIMAL MORBIDITY / MORTALITY LOGS FLOW CHART – STEP 3







Animal Care Committee

Procedures for Sick Animal Response PROC-009E
 Sick Animal Response Designate Role Application Form
 Approval Date: 12JUL2018
 Effective Date: 12AUG2018

Full Name	Current Job Title	Animal Holding Location(s)
Direct supervisor(s) name(s)		
Is your current role completely at arms-length from the research associated with your requested 'sar designate' role?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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		
<input type="checkbox"/> Registered Veterinary Technician	<input type="checkbox"/> Veterinary or Animal Health Technician	<input type="checkbox"/> Registered Lab Animal Technician
<input type="checkbox"/> 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 PROCEDURES <input type="checkbox"/>		
WHERE APPROVED PROCEDURES DO NOT EXIST FOR AN IDENTIFIED ANIMAL HEALTH CONCERN, I WILL IN ALL INSTANCES CONTACT AN ACVS VETERINARIAN (acvsvet@uwo.ca / 519-661-2195) <input type="checkbox"/>		
AS A SAR DESIGNATE, I AGREE TO FOLLOW ONLY THE PRESCRIBED DIAGNOSIS & TREATMENT PLANS PRE-APPROVED AND PROVIDED BY AN ACVS VETERINARIAN <input type="checkbox"/>		
I UNDERSTAND THAT I MAY BE REQUIRED TO COMPLETE A COMPETENCY ASSESSMENT AS REQUESTED BY AN ACVS VETERINARIAN <input type="checkbox"/>		

Animal Care Committee Office Use Only		
DATE RECEIVED:	DATE SUBMITTED TO ACC:	DATE OF ACC DECISION:
ACC DECISION: <input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED PENDING CLARIFICATION, SEE BELOW	<input type="checkbox"/> NOT APPROVED, SEE BELOW
Animal care committee comments:		
SAR Algorithm List:		



Sick Animal Response Program

SAR Designate Certification

Animal Care &
Veterinary Services

As of XXXXXX, 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

A handwritten signature in black ink, appearing to read "EAT", written over a white background.

Emily Truscott, DVM
Clinical Veterinarian
ACVS

