

**Policy: Continuing Care Visits Policy**

**Category:** Post Approval Monitoring

**Subject:** Formal visits undertaken by the Animal Care Committee (ACC) and their designates to any areas in which animals are held and/or used for animal-based science within Western’s Research Community

**Approving Authority:** University Council on Animal Care

**Responsible Office:** Animal Care Committee (ACC) and Department of Animal Care and Veterinary Services (ACVS)

**Related Procedures:** Procedures for Continuing Care Visits – ACC Site Visits; Procedures for Continuing Care Visits – ACVS Veterinarians, Institutional Compliance Officers, and ACC Leaders; Procedures for ACC Evaluations of Field Research; Procedures for ACC Evaluations by ACVS Veterinarians

**Effective Date:** April 11, 2017

**Revised:**

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**Purpose**

The purpose is

- to ensure appropriate onsite presence of representatives of the Animal Care Committee (ACC) and, in particular, Animal Care and Veterinary Services (ACVS) Veterinarians, in alignment with CCAC and OMAFRA expectations and as per *MAPP 7.15 Post Approval Monitoring (PAM) Program*;
- to facilitate collaboration and transparency between Principal Investigators and their research staff, ACC members, ACVS Veterinarians, Institutional Compliance Officers, Animal Care Facility Supervisors, and their staff;
- to share best practices, and
- to enhance the outcomes for both animal health and welfare and animal-based science.

**Rationale**

Regular onsite presence facilitates a proactive rather than reactive approach to animal-based science compliance and best practices advancement, and fosters a collaborative approach to CCAC- and OMAFRA-mandated post approval monitoring.

Ongoing ACC member and ACVS Veterinarian presence is required to

- facilitate effective communication; to provide meaningful support for all involved stakeholders;
- help ensure that animal environment, health and welfare issues do not arise and/or are promptly addressed;
- identify and quickly resolve Concerns, *Animal Use Protocol (AUP)* drift and/or animal facility concerns; and
- to address questions from Animal Care (AC) Facility Supervisors and Principal Investigators.

**Scope**

This policy applies to all areas where animals are held or used associated with animal-based science within Western’s Research Community.

Continuing Care Visits include:

- ACC Site Visits
- ACC Evaluations of Field Research
- CCVs by ACVS Veterinarians
- CCVs by ACC Leaders
- CCVs by Institutional Compliance Officers
- ACC Directed Observations and Evaluations

## **Policy**

The ACC, with direct support from ACVS Veterinarians and their other ACC Designates, must ensure that all animal holding and use areas, including procedure rooms, are visited with a frequency proportional to risks to animal health and welfare.

The degree of risk to animal health and welfare must be outlined within the Continuing Care Visits (CCVs) Risk Analysis Record.

The Continuing Care Visits Risk Analysis Record must be reviewed annually by the ACC or an ACC Designate and ACVS to ensure it reflects current risk levels and locations

Continuing Care Visits (CCVs) must be focused on discussing animal-based research in the context of current veterinary standards of care and regulatory requirements in a collegial, proactive, problem-solving manner.

Upon the request of the ACC, or its ACC Designate undertaking a CCV, PIs and AC Facility Supervisors must make themselves, or their informed designates, available to participate during CCVs associated with their area(s).

PIs and AC Facility Supervisors must ensure that Animal and Facility-Related Documentation is readily available for review by the ACC Designates undertaking CCVs.

ACC Designates responsible for undertaking CCVs must:

- maintain a CCV Log of all visits;
- document CCVs using ACC-approved CCV Report Templates
  - distribute reports to Related Stakeholders; and
- forward monthly updated CCV Logs and new Reports to the Assistant Director-Compliance Assurance and ACC Coordinator.

The Assistant Director-Compliance Assurance and ACC Coordinator must centrally maintain all CCV Logs and Reports for regulatory reporting purposes; these records must be made readily available to the ACC, the ACVS Director, the Senior Administrator responsible for the Animal Care and Use Program and external regulators.

All follow-up from interactions and/or reports by any accountable stakeholder must be timely and appropriate, as per *MAPP 7.15 – Post Approval Monitoring (PAM) Program*.

Any Sick Animals identified during visits must be responded to as per the *Sick Animal Response (SAR) Policy and Procedures*.

Any Concerns identified during visits must be documented and forwarded to the ACC Executive for consideration as per the *Concerns Identification, Project Refinement and Corrective Response Policy and Procedures*.

### *Animal Care Committee Site Visits for Animal-Based Science – Non-Field Research*

ACC Site Visits must be undertaken at minimum annually, with the exception of areas used solely for euthanasia, which must be visited at minimum every other year.

ACC Site Visits must be announced and organized in advance of the visit to ensure availability of Related Stakeholders, as applicable.

A minimum of three ACC members must participate in every ACC Site Visit to include an ACVS Veterinarian, an animal-based scientist and one other ACC member.

All ACC members must actively participate in, or at least volunteer for, a minimum of one site visit per year.

During visits, ACC Site Visit Team members must contribute evidence-based, specific feedback via verbal and written documentation using the ACC approved ACC Site Visit Checklist.

Any issues identified during ACC Site Visits must be communicated to, and resolved by accountable stakeholders in a timely manner.

An ACC Site Visit Log must be maintained by an ACC Designate involved in administering the ACC Site Visit program; the Log is to be forwarded to the Assistant Director-Compliance Assurance for electronic filing and the ACC Coordinator for distribution to the ACC and the ACC Executive.

- This Log should record the Recommendations and Follow-Ups from Recommendations from the ACC Site Visit Reports.

ACC Site Visit Reports must:

- be completed using the ACC Site Visit Report Template;
- include initial observations as well as identified commendations, and recommendations as identified on the ACC Site Visit Checklists completed by ACC Site Visit Team members;
- be reviewed and approved by the ACC Site Visit Team who participated in the visit;
- be distributed to Related Stakeholders; and
- following resolution of all recommendations, be updated and then forwarded to the Assistant Director-Compliance Assurance for final review and centralized, electronic filing.

### *ACC Evaluations of Field Research*

ACC evaluations of AUPs involving Field Research must be undertaken at minimum every four years.

In the event that on-site observation by an ACC Designate is not feasible, a meeting must be arranged between the PI Field Researcher and an ACC Designate in order to determine AUP elements – procedures and/or equipment - that require evaluation.

A PI Field Researcher must provide the ACC via its Designate with video, photographic and/or other pictorial records of the following AUP elements:

- capture techniques,
- housing conditions,
- sedations/euthanasia,
- transportation,
- manual handling/restraint, and
- invasive procedures.

The ACC Designate must:



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- maintain a CCV Log for evaluations of Field Research;
  - review the pictorial records provided by the PI Field Researcher and then
    - document details using an ACC-approved Field Study Evaluation Report template; distribute to Related Stakeholders; and
  - forward CCV Log and Evaluation Reports to the
    - ACVS Assistant Director-Compliance Assurance for review
    - ACC Coordinator for centralized filing.

### *Continuing Care Visits (CCVs) by ACVS Veterinarians*

ACVS Veterinarians must have unrestricted access to all areas where animals are held or used at all times, as per *MAPP 7.15-Post Approval Monitoring Program, III.17*.

All animal holding and use areas must be visited by an ACVS Veterinarian at the frequency outlined within the Continuing Care Visits Risk Analysis Record.

ACVS Veterinarians must:

- record all CCVs using an ACC-approved CCV Report Template;
- forward CCV Reports to the ACVS Assistant Director-Compliance Assurance; and
- maintain a CCV Log and present it for monthly review by the ACC Executive and full ACC via the ACC Coordinator.

The ACC Executive and/or the full ACC must provide direction and support to ACVS Veterinarians, as requested by them or required by the situation.

### *Continuing Care Visits by the ACC Leaders*

ACC Leaders must have unrestricted access to all areas where animals are held or used at all times, as per *MAPP 7.15-Post Approval Monitoring Program, III.17*.

ACC Leaders must:

- record all CCVs using an ACC-approved CCV Report Template;
- forward CCV Reports to the ACVS Assistant Director-Compliance Assurance; and
- maintain a CCV Log and present it for monthly review by the ACC Executive and full ACC via the ACC Coordinator.

### *Continuing Care Visits by Institutional Compliance Officers*

All animal holding and use areas must be visited at a frequency proportional to the risk to animal health and welfare.

Institutional Compliance Officers must:

- have ready access to all areas under their oversight, as defined by their position description;
- use an ACC approved CCV Report Template;



- during visits and prior to report submission to the ACC Designate, discuss any concerns/observations associated with the CCV with the person(s) directly responsible for the area(s),
- forward CCV reports to the ACVS Assistant Director-Compliance Assurance, and
- maintain a CCV Log and present it for monthly review by the ACC Executive and full ACC via the ACC Coordinator.

The ACC Executive and/or the full ACC must provide direction and support to Institutional Compliance Officers, as requested by them or required by the situation.

Other stakeholders – ACVS Director, ACVS Veterinarians, ACC leaders, Animal Care Facility Supervisors - must notify Institutional Compliance Officers (CO) of any concerns arising from their visits to sites under the CO's oversight.

### *ACC Directed Observations and Evaluations*

The ACC must provide specific direction to ACC Designates regarding its observational and evaluative expectations.

The ACC must track its requests for observations and evaluations by ACC Designates in order to ensure timely and appropriate follow-up.

For ACC Directed AUPs requiring veterinary oversight, ACVS Veterinarians must in a timely manner:

- undertake the specific observations and/or evaluations as directed by the ACC;
- record all CCVs using an ACC-approved CCV Report Template;
- forward CCV Reports to the ACVS Assistant Director-Compliance Assurance; and
- maintain a CCV Log and present it for monthly review by the ACC Executive and full ACC via the ACC Coordinator.

PIs undertaking Pilot Studies or having AUPs identified by the ACC as requiring veterinary observation and/or evaluation must provide advance notice to ACVS Veterinarians regarding the commencement of related animal procedures, and must facilitate ACVS Veterinarian observation of these procedures.

For Pilot Studies ACVS Veterinarians must:

- be actively engaged in monitoring and evaluation of experimental subjects during Pilot Studies, and in the identification and refinement of endpoints and monitoring sheets; and
- following the completion of the Pilot, provide to the ACC via an ACC Designate written veterinary evaluations of the Pilot project using an ACC-approved report template.

### **Definitions**

- **Animal-Based Science** – Branches of science where animals are used in research, teaching or testing
- **Animal Care Committee (ACC)** – A subcommittee of the University Council on Animal Care; the institutional animal care committee “responsible for overseeing all aspects of animal care and use and for working with animal users, animal care personnel and the institutional administration”; responsible to ensure animal ethics and care for animal-based science and animal displays directly associated with Western’s Research Community is in accordance with all regulatory and institutional policies and guidelines
- **ACC Designate** – An ACC member or ACVS animal health professional who is arms-length from the animal-based science under evaluation, assigned by the ACC to act on its behalf in accordance with specific UCAC

policies and ACC procedures, and who formally reports back to the ACC or its Executive regarding actions taken on the committee's behalf

- **ACC Directed AUPs** – Animal Use Protocols identified by the ACC as requiring ACVS Veterinarian evaluation of procedures and/or other aspects of the animal model in order to understand and/or confirm their impact upon the animal
- **ACC Field Study Evaluation Report Template** – A report template used by the ACC and its designates for its evaluations of Field Research
- **ACC Executive** – An ACC working group that consists of at least two and no more than four representatives from Category 1, one representative from each of Categories 2 and 3 of the full ACC, and to include the ACC Chair, Vice Chairs, ACVS Director, ACC Coordinator, and the ACVS Assistant Director-Compliance Assurance. The ACC Executive meet at minimum 10 times per year. The ACC Executive is responsible to:
  - provide real-time feedback and support to institutional stakeholders accountable for the animal care and use program;
  - provide leadership for animal ethics reviews;
  - act as front-line responders to Concerns brought to its attention, as outlined within UCAC's Concerns Identification, Project Refinement and Corrective Response Policy;
  - receive updates from ACC designates regarding their mandated PAM activities;
  - provide direction and support to ACC working groups; and
  - forward all decisions of the Executive to the full ACC in a timely fashion.
- **ACC Leaders** – The ACC Chair and Vice Chairs
- **ACC Site Visits** - Formal site visits undertaken by members of the ACC. The intent is to assess the animal care and use program annually at each of the animal facilities and approved labs across Western's Research Community, with the exception of Procedure spaces dedicated to CO2 euthanasia, which require bi-annual visits
- **ACC Site Visit Team** – Minimum of three members to include an ACVS Veterinarian, an ACC animal-based scientist, and at minimum one of the following roles:
  - ACC Community Representative
  - ACC Leader – Chair, Vice Chair and/or ACVS Director
  - PI Faculty Animal-Based Scientist
  - ACVS Compliance Assurance Technician
  - Other ACC Roles – PI Faculty Non-Animal User, Graduate Student, Research/Animal Care Technician
- **ACC Site Visit Checklist** – A checklist followed by ACC Site Visit Team during visits to ensure focused observations and feedback
- **ACC Site Visit Report Template** – A standard template used to record all official information arising from ACC Site Visits.
- **Animal and Facility-Related Documentation** – Written records associated with animals including but not limited to:
  - AUPs and appended monitoring/scoring sheets
  - AUP, animal and facility-related Standard Operating Procedures
  - Animal Records and Cage Cards, as per the *Animal Care & Use Records Policy*,
  - Sick Animal Records - animal morbidity and mortality logs, as per the *Sick Animal Response Policy*,
  - facility-level Concern Reports, as per the *Concerns Identification, Project Refinement and Corrective Response Policy*
- **Animal Care & Veterinary Services (ACVS)** – A department directly accountable to Western's Senior Administrator for providing specialized veterinary and other administrative services that support the animal care and use program within Western's Research Community, in consultation with the University Council

on Animal Care, the Animal Care Committee, institutional senior administrators and officers and animal-based scientists

- **Animal Care (AC) Facility Supervisor** – A trained, competent individual responsible for the oversight of an area or facility that houses research animals who is accountable to the ACVS Director with respect to animal health and welfare related matters
- **Animal Use Protocol (AUP)** – The ACC’s mandatory animal ethics form that contains details of a AUP holder’s intended live vertebrate animal care and use, which must be reviewed and approved by the ACC in advance of animal-based science or public viewing of displayed animals
- **AUP Drift** – Animal-based science activities that depart from the approved AUP
- **Categories of Invasiveness** – Levels assigned to AUPs in accordance with CCAC policy. Experiments involving:
  - A – Most invertebrates or live isolates
  - B – Little or no discomfort or stress
  - C – Minor stress or pain of short duration
  - D – Moderate to severe distress or discomfort
  - E – Procedures causing severe pain at or above the pain tolerance threshold of unanaesthetized conscious animals
- **Concerns** – Anything communicated to any member regarding animal health and/or welfare, human safety, and AUP-related issues. Concerns that cannot be readily resolved will be reviewed by the ACC Executive, as appropriate. Concerns will be communicated to the PI before they are classified as either Incidents or Non-Compliance
- **Concerns Identification and Project Refinement Procedures** – A series of flow charts that illustrate the stepwise process for identifying, following up on and resolving Concerns, Incidents, and Non-Compliance
- **Continuing Care Visits (CCVs)** – Formal visits/rounds undertaken by ACC Designates that support the ACC in fulfilling its mandate to ensure appropriate oversight of animal-based science within Western’s Research Community. CCV types include:
  - ACC Site Visits
  - ACC Evaluations of Field Research
  - CCVs by ACVS Veterinarians
  - CCVs by ACC Leaders
  - CCVs by Institutional Compliance Officers
  - ACC Directed Observations and Evaluations
- **Continuing Care Visits (CCV) Risk Analysis Record** – A listing of all housing and procedure areas associated with ACC-approved AUPs that is developed by accountable arms-length stakeholders – ACC Executive, ACVS Veterinarians, AC Facility Supervisors – approved by the ACC Executive, and presented to the full ACC annually. Each location within the record is assigned risk levels based upon the following considerations:
  - Animal Use Protocol Content
    - Species - Prioritize ethically sensitive species, e.g. NHPs, dogs, cats
    - Category of Invasiveness
    - Novel nature of animal procedures or project, e.g. Pilot Studies
    - Frequency of procedures performed on an animal or animal group
    - Procedures that have the potential for causing problems in the animal model
    - Any long and/or invasive procedures including but not limited to long anesthesia times
  - Location - Non-arms-length versus arms-length managed areas
    - Degree and frequency of oversight
    - Accountability structure of individual responsible for animal care
  - Post Approval Monitoring History

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- AUP Compliance, e.g. recurring issues relating to animal health and welfare
  - Facility and Research Staff Feedback - Concerns regarding use, care, monitoring, endpoints, AUP non-alignment
  - Directives from the ACC
  - Directives from external regulators, e.g. OMAFRA, CCAC, OLAW
  - **Continuing Care Visits (CCV) Log** – A standardized, sortable, reportable electronic record used and maintained by those responsible to undertake CCVs on behalf of the ACC that is submitted to the ACC Executive and full ACC. This record contains at minimum the following highlights:
    - Location visited
    - Date of visit
    - Follow-Up Status: Actionable, Non-Actionable
    - ACC Notified: Y/N
  - **Continuing Care Visits (CCV) Report Template** – Standardized ACC-approved forms/checklists used by ACC Designates to record details associated with Continuing Care Visits, e.g. ACC Site Visit Checklist, ACC Site Visit Report Template.
  - **Field Researcher** – A researcher whose animal subjects are wildlife that are studied and retained in their natural or semi-natural habitat or whose animal subjects are wild-caught and subsequently housed outside of their natural habitat within an Animal Care Facility or a NALM site
  - **Field Studies** - The scientific study of free-living wild animals in which the subjects are studied in their natural or semi-natural habitat by animal-based scientists associated with Western’s Research Community
  - **NALM Site** – A macro environment where animals are housed beyond 72 hours that is not daily overseen by a facility manager or designate considered to be at arm’s-length from the research group and where animals may live out their experimental life at that site. Animals may or may not be procured directly into the site. NALM sites are primarily assessed for animal procurement, housing suitability, and appropriate husbandry practices. NALM sites do not normally include procedure areas or < 72 hour holding locations. Based upon potential risk to animal health and welfare, other areas not conforming to this definition may be identified by the ACC as NALM sites
  - **Pilot Study** – A study limited to the fewest number of animals necessary to evaluate the appropriateness, feasibility and suitability of a particular animal model, procedure, or study design to meet defined scientific objectives. Pilots may be requested by the ACC to facilitate project refinements with a view to optimizing animal welfare via direct involvement of ACVS Veterinarians focused on refining techniques and ensuring appropriate health monitoring and interventions. Pilot Studies may be:
    - stand-alone AUPs
    - embedded within a full AUP - PI or ACC determined
  - **Principal Investigator (PI)** – A scientist responsible for undertaking animal-based science in alignment with an approved Animal Use Protocol and current veterinary standards of animal care
  - **Related Stakeholders** - Individuals involved in a regulatory activity, e.g. for CCVs: PIs, AC Facility Supervisors, ACVS Veterinarians, Institutional Compliance Officers, ACC Designates, ACC Site Visit Team
  - **Sick Animal** – Any animal that presents clinical signs reflecting all health concerns – physiological, psychological, and/or behavioural - related or unrelated to experimental procedures
  - **Sick Animal Response Policy and Procedures** – A framework that facilitates a consistent and appropriate response to *sick* animals by animal health professionals (the lab animal veterinarian) and their designates in accordance with all regulatory standards
  - **Western’s Research Community** – Institutions and their departments involving animal-based scientists having Animal Use Protocols under the jurisdiction of Western’s Animal Care Committee, the ACC
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**Roles & Responsibilities**

**The Animal Care Committee is responsible to**

*General*

- ensure that all animal holding and use areas, including procedure rooms, are visited with a frequency proportional to risks to animal health and welfare
- review and approve the CCV Risk Analysis Record annually
- approve CCV report templates used by ACC Designates to record CCVs
- provide direction and support to ACC Designates who undertake CCVs, as requested by them or required by the situation
- review all CCV Logs monthly
- provide direction to ACC Designates undertaking CCVs and/or reviewing CCV reports, as requested or required

*for ACC Site Visits*

- ensure ACC membership appropriately shares the responsibility of participating on ACC Site Visits
- ensure ACC Site Visits are undertaken in accordance with this policy

*for ACC Directed Observations and Evaluations*

- ensure Pilot projects and novel or invasive animal procedures receive the appropriate level of ACVS Veterinarian oversight
- provide clear, specific direction to ACVS Veterinarians regarding evaluation expectations

**The Animal Care Committee Executive is responsible to**

*General*

- review and approve CCV Report Templates used by ACC Designates undertaking CCVs
- review and forward to the full ACC all CCV Logs from all activities associated with this policy
- via an ACC Designate, review all CCV Reports associated with this policy
- provide direction and support to ACC Designates, including ACVS Veterinarians, as requested by them or required by the situation
- respond to Concerns directed to it as per the *Concerns Identification, Project Refinement and Corrective Response Policy and Procedures*

*for ACC Site Visits*

- ensure ACC Site Visits are undertaken for every animal housing and use area at minimum annually, with the exception of areas used for euthanasia only, which are to be visited at minimum every other year
- ensure all voting ACC members actively participate in or volunteer for at least one ACC Site Visit annually
- ensure a minimum of three ACC members participate in every ACC Site Visit
- ensure issues identified during ACC Site Visits are communicated to and resolved by accountable stakeholders in a timely manner



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*for ACVS Veterinarian Continuing Care Visits*

- review and provide direction on the Continuing Care Visits Risk Analysis Record to ensure it reflects current risk levels

*for ACC Directed Observations and Evaluations*

- review Evaluation Reports from ACVS Veterinarians
- provide direction, as requested

**Animal Care Committee Members are responsible to**

*for ACC Site Visits*

- volunteer for and, as needed, participate in ACC Site Visits minimum once annually
- ensure they (Site Visit participants) have an up-to-date fitted Niosh mask, institutional WHMIS and Biosafety training, and related health surveillance tests, e.g. TB
- review related preparatory documentation in advance of an ACC Site Visit, e.g. previous reports, AUP summaries, area map, directions, itinerary, contact information
- focus on identifying and discussing animal-based research in the context of current veterinary standards of care in a collegial, proactive, problem-solving manner
- contribute evidence-based, specific feedback via real-time verbal and timely written response using the ACC approved ACC Site Visit Checklist
- review and provide timely feedback regarding draft ACC Site Visit Reports

**ACVS Assistant Director – Compliance Assurance**

- review all CCV Logs submitted by ACC Designates responsible for CCV record-keeping
- review any Concerns identified within either CCV Logs or Reports
- update the ACC Executive on all Concerns requiring an ACC response
- support the ACC Coordinator in maintaining a standardized, controlled, centralized electronic repository for all CCV Logs and related Reports.

**ACC Coordinator is responsible to**

- maintain a standardized, controlled, centralized electronic repository for all CCV Logs and CCV Reports
- make available CCV Logs to the ACC and its Executive on a monthly basis
- facilitate access to CCV Logs and Reports by the ACC, the Senior Administrator responsible for the Animal Care and Use Program, and any other regulator, e.g. CCAC, OMAFRA inspectors

**ACVS Veterinarians are responsible to**

*General*

- in the event a sick animal is identified during a visit, follow the *Sick Animal Response Policy and Procedures*



- in the event a Concern cannot be readily and appropriately resolved by accountable parties, forward these to the ACC Executive for consideration as per the *Concerns Identification, Project Refinement and Corrective Response Policy and Procedures*

*for ACC Site Visits*

- provide veterinary expertise and support to involved stakeholders during and following ACC Site Visits
- act as an ACC Designate to:
  - ensure ACC Site Visits are organized and announced well in advance of the visit to ensure availability of related stakeholders and adequate PPE – ACC Site Visit Team, Principal Investigators, AC Facilities Supervisors, and their staff
  - ensure ACC Site Visitors have adequate PPE and health testing well in advance of their involvement in visits, e.g. Niosh mask fit testing, TB testing
  - review related preparatory documentation, e.g. previous reports, AUP summaries, area map, directions, itinerary, contact information
  - facilitate the prompt resolution of any issues identified during ACC Site Visits
  - ensure issues identified during ACC Site Visits are communicated in writing to accountable stakeholders in a timely manner
  - ensure all ACC Site Visits are documented, and resultant written feedback, including reports, are made available in a timely fashion to related stakeholders – ACC Executive, ACVS Veterinarians, Principal Investigators, and Animal Care (AC) Facility Supervisors
  - ensure ACC Site Visit Reports have been:
    - completed using the ACC Site Visit Report Template
    - include initial observations as well as identified commendations, recommendations and status updates arising from recommendations
    - pre-reviewed by the ACC Site Visit Team involved in the visit
    - distributed to Related Stakeholders
    - filed electronically and centrally for ease of retrieval by regulatory reviewers
  - ensure all follow-up is completed and recorded within the ACC Site Visit Report
  - ensure final ACC Site Visit Reports are forwarded to the ACC via an ACC Designate
  - maintain related CCV Logs and forward them to the ACC Executive and full ACC monthly

*for ACVS Veterinarian Continuing Care Visits*

- undertake CCVs for all animal holding and use areas at the frequency outlined within the Continuing Care Visits Risk Analysis Record
- make a reasonable effort to schedule in advance visits to ensure availability of Related Stakeholders
- prior to CCVs, prepare in advance of visits by referencing facility-specific entry/exit SOPs, AUPs, AC Facility Supervisor monthly reports, including morbidity and mortality logs, and other PAM reports/logs; determining and collecting required clothing and veterinary supplies
- focus on discussing animal-based research in the context of current veterinary standards of care in a collegial, proactive, problem-solving manner
- during CCVs provide veterinary expertise and support to Related Stakeholders in a facilitative manner

- following CCVs provide timely, specific, written follow-up information and/or direction to stakeholders as requested by them or determined relevant and appropriate by the ACVS Veterinarian, e.g. Institutional Compliance Officer
- forward related CCV reports to an ACC Designate for review
- maintain a CCV Log and present it to the ACC Executive and full ACC monthly

*for ACC Directed Observations and Evaluations*

- undertake observations and evaluations of animal procedures, animal user training, etc. as directed by the ACC
- provide timely written reports arising from observations and/or evaluations to an ACC Designate using an ACC-approved template to the ACC
- maintain related CCV Logs and forward them to the ACC Executive and full ACC monthly

**Institutional Compliance Officers are responsible to**

- visit all animal holding and use areas under his/her area of accountability at a frequency proportional to the risk to animal health and welfare
- during visits and prior to report submission to the ACC, discuss any concerns identified with the person(s) directly responsible for the area(s)
- maintain a CCV Site Visits Log and present it for monthly review by the ACC Executive and full ACC
- provide CCV Reports to an ACC Designate in a timely manner
- inform the ACC Executive of all Concerns that cannot be readily resolved as per the *Concerns Identification, Project Refinement and Corrective Response Policy and Procedures*

**Animal Care Facility Supervisors are responsible to**

*General*

- Upon the request of the ACC, or its ACC Designate undertaking a CCV, make themselves, or their informed designates, available to participate during CCVs associated with their area(s).
- ensure that Animal and Facility-Related Documentation is readily available for review by the ACC Designates undertaking Continuing Care Visits.

*for ACC Site Visits*

- promptly confirm availability or suggest an alternate timeframe via email for requested ACC Site Visits
- provide facility-specific entry and exit Standard Operating Procedures to ACC Site Visit Team in advance of the visit
- provide adequate PPE to Site Visit Team members
- accompany or ensure competent accompaniment for the ACC Site Visit Team to all areas under their direct supervision
- respond in a timely manner to and seek prompt resolution of all Animal Care Facility issues identified during ACC Site Visits



*for ACVS Veterinarian / Institutional Compliance Officer / ACC Leaders Continuing Care Visits*

- confirm availability or suggest an alternate timeframe via email for requested CCVs
- ensure ACC Designates are provided with facility- and area-specific training, e.g. containment, PPE requirements
- accompany visitors, as appropriate, during visits
- focus on discussing Animal Care Facility operations and related challenges in the context of current veterinary standards of care in a collegial, proactive, problem-solving manner
- respond in a timely manner to and seek prompt resolution of all Animal Care Facility issues identified during CCVs

### **Principal Investigators (PIs) are responsible to**

*General*

- upon the request of the ACC, or its ACC Designate undertaking a CCV, make themselves, or their informed designates, available to participate during CCVs associated with their area(s).
  - confirm availability or suggest an alternate timeframe via email for requested CCVs
- ensure that Animal and Facility-Related Documentation is readily available for review by the ACC Designates undertaking Continuing Care Visits.
- direct any Concerns identified during visits that cannot be readily and appropriately resolved by accountable parties through the follow-up process to the ACC Executive for consideration as per the *Concerns Identification, Project Refinement and Corrective Response Policy and Procedures*

*for ACC Site Visits*

- be available and ensure the availability of all individuals listed on the AUP who are directly associated with current animal projects
- ensure PI staff is familiar with AUP and related SOP information
- respond in a timely manner to and seek prompt resolution of all issues pertaining to the animal project identified during ACC Site Visits

*for ACVS Veterinarian, ACC Leader and Institutional Compliance Officer Continuing Care Visits*

- be available and/or ensure the availability of individuals and areas listed on the AUP who are directly associated with current animal projects for requested CCVs
- focus on discussing animal-based research in the context of current veterinary standards of care in a collegial, proactive, problem-solving manner

*for ACC Directed Observations and Evaluations*

- facilitate timely ACVS Veterinarian observations and evaluations of animal procedures, animal user training, etc. as directed by the ACC

**PI Staff are responsible to**

*for ACC Site Visits*

- review AUP and related SOP information prior to the visit
- be available to respond to questions and/or provide clarifications during ACC Site Visits
- focus on discussing animal-based research in the context of current veterinary standards of care in a collegial, proactive, problem-solving manner
- support their PIs in responding in a timely manner to and seeking prompt resolution of all issues pertaining to the animal project identified during ACC Site Visits

*for ACVS Veterinarian, ACC Chair and Institutional Compliance Officer Continuing Care Visits*

- be available to respond to questions and/or provide clarifications during CCVs
- focus on discussing animal-based research in the context of current veterinary standards of care in a collegial, proactive, problem-solving manner
- support their PIs in responding in a timely manner to and seeking prompt resolution of all issues pertaining to the animal project identified during CCVs

*for ACC Directed Observations and Evaluations*

- be available to respond to questions and/or provide clarifications and/or demonstrations to ACVS Veterinarians
- support their PIs in responding in a timely manner to and seeking prompt resolution of all issues pertaining to the animal project identified during ACC directed observations and/or evaluations by an ACVS Veterinarian

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**Related Documents / References**

- ACC Site Visit Checklist
- ACC Site Visit Report
- ACC Field Study Evaluation Report
- Continuing Care Visits (CCV) Risk Analysis Record
- Continuing Care Visits (CCV) Log
- Terms of Reference for Animal Care Committees – Canadian Council on Animal Care
- CALAM Standards of Veterinary Care (2007)
- Concerns Identification, Project Refinement and Corrective Response Policy – UCAC
- Sick Animal Response Policy – UCAC
- MAPP 7.12 – Policy for the Use of Animals in Research, Testing and Teaching - UCAC
- MAPP 7.15 - Post Approval Monitoring Program - UCAC