

I. Procedures for Facility Visits by the AECP Compliance Team

The AECP Compliance Team will:

- 1) Establish and maintain a schedule of facility visits as per the Risk Analysis Record;
- 2) Book planned visits with reference to Facility Supervisors;
- 3) Send in advance of the visit the associated form template to Facility Supervisors to relay visit scope;
- 4) Undertake scheduled visits;
- 5) Share the associated report(s) with associated Facility Supervisor; share PI (Principal Investigator)-specific report excerpts with the PI, c.c. Institutional Veterinarians.
- 6) Document any issues identified during visits that require follow-up; embed responses into the report;
- 7) Maintain a visit log (location, date, with follow-up flag) for distribution to the Full ACC; and
- 8) Forward finalized reports to the Executive for its review.

The ACC Executive will:

- 9) Review submitted documentation and provide direction with respect to follow-up; and
- 10) Annually review the Risk Analysis Record.

II. Procedures for Animal Use Protocol (AUP) Visits

The AECP Compliance Team will:

- 1) Based on priorities outlined within the Policy (POL-020), both proactive and reactive triggers, AUPs will be selected for an AUP Visit.
- 2) Schedule a visit to the area with associated stakeholders;
- 3) Send in advance of the visit the associated communications template to the PI to relay visit scope;
- 4) 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;
- 5) Document the observations and any issues identified that require follow up;
- 6) Share the associated Executive Summary of proposed refinements with the Principal Investigator, c.c. Institutional Veterinarians;
- 7) Maintain related log (AUP#, date, with follow-up flag) of the visits; and
- 8) Share finalized communications and related information with the ACC Executive.

The ACC Executive will:

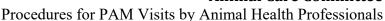
9) Review submitted documentation and provide direction with respect to follow-up, as applicable.

III. Procedures for ACC Directed Evaluations

The AECP Compliance Veterinarian and Office of the ACC will:

1) Record ACC expectations during their meetings.

Animal Care Committee





The Office of the ACC will:

2) Post-meeting notify the PI of the ACC request for an ACC-Directed Evaluation (including Pilot Study), c.c., acc-compliance@uwo.ca

The AECP Compliance Veterinarian will:

- 3) Determine the scope of the evaluation and relay the focus to the PI;
- 4) In conjunction with other animal health professionals, determine the individual responsible to undertake the evaluation.

The responsible animal health professional will:

- 5) Undertake the specific observations and/or evaluations as directed by the ACC;
 - a. For Pilot Studies, follow the related policy (POL-002-D)
 - b. Follow the AUP Visit process, as applicable.
- 6) Complete the associated form; and
- 7) Share the link to related form output with the ACC Executive; present monthly.

The ACC Executive will:

8) Review submitted documentation and provide direction with respect to follow-up, as applicable.

IV. Procedures for Field Research Reviews

The AECP Compliance Team 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.

The AECP Compliance Team will:

- 4) In advance of the meeting, send the Field Study Evaluation Report template to the PI;
- 5) Facilitate a face-to-face meeting with the PI group to observe and/or review information provided;
- 6) Document details using the *Field Study Evaluation Report* template; distribute to stakeholders; electronically file in a centralized location;
- 7) Present the report to the ACC Executive; and
- 8) Maintain the related log.

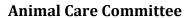
The ACC Executive will:

9) Review submitted documentation and provide direction with respect to follow-up.

V. Procedures for Maintaining the Risk Analysis Record

The AECP Compliance Team will:

1) Review the RAR twice annually (optimally early calendar year and mid-year) and update with reference to any changes since the last update, e.g., morbidity spikes, Concern Reports, room use (purpose, frequency).





Procedures for PAM Visits by Animal Health Professionals

2) Submit the RAR to the Executive annually.

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/S G
04	1 13-Uh-7074	Updates to naming conventions. Add requirement to submit related reports to the Executive (Facility Visits; AUP Visits)	LT, SG, PB, AE

PROC-020-04 Approved: 13JUN2024 Effective: 13JUN2024