

**University of Prince Edward Island
Animal Care Committee
Standard Operating Procedure**

SOP #: ACC - CT03

SOP Title: Maintenance of Clinical Records for Animals in Research & Teaching

SOP Section: Clinical Technique

Issued by: Dr. Jonathan Spears

Created: September 2010

Version Date: November 2015

Review Date: November 2018

1.0 Introduction

1.1 Maintenance of clinical records is an essential component to the provision of adequate veterinary care. The purposes of having appropriate documentation of clinical events for animals involved in research or teaching activities are:

- i. Maintenance of ongoing communication between all personnel involved in managing the research, the basic care and the health of animals.
- ii. Assists the animal care staff in providing appropriate care relevant to the specifics of the research project.
- iii. Supplies investigators with relevant information to which they can refer when interpreting research data.
- iv. Allows an easy method for tracking clinical history and accountability.
- v. Provides legal documentation of significant events related to research study.
- vi. Provides a tool to the institution in preparing reports to the University Veterinarian, the UPEI Animal Care Committee, and the CCAC.

2.0 Materials

2.1 Forms

- i. Individual facilities may create forms or cards that are appropriate for their facility, but must include the following:
 1. A Physical Examination Form
 2. A Medical Record Form
 3. A form specifically to record treatments administered
 4. Identification methods (i.e. cards) different from regular identification that indicate an animal is sick or requires medical treatment

3.0 Procedures

- 3.1 Maintain individual records for the following animals:
 - i. All large animal species (i.e., dogs, cats, rabbits, woodchucks and non-production unit livestock).
- 3.2 Maintain group records for all birds, fish, amphibians, reptiles and rodents. Use an individual record for these species if an extensive procedure is conducted or if medical treatment is required on an individual, or if the research dictates a need.
- 3.3 Place the records in an area that is readily accessible to the research personnel, veterinary staff, and animal care staff at all times.
- 3.4 Structure the record system such that the information is easy to understand and analyze by all personnel, including those unfamiliar with the protocol.
- 3.5 Avoid general terminology and acronyms. Enter only concise and factual information, utilizing data to back up assessments of the animal's condition.
- 3.6 Provide all relevant records whenever animals are transferred between institutions, sites within the same institution, or protocols.
- 3.7 Write the date, time (if pertinent), and initials of the person who documented the event or illness, on all record entries. Write in ink only (no pencil).
- 3.8 Include all basic animal information on all records:
 - i. Species
 - ii. Individual identification number or batch number
 - iii. Sex
 - iv. Date of birth or acquisition date
 - v. Source when relevant
 - vi. Sire and dam identification when relevant
- 3.9 Record all clinical events on the clinical record:
 - i. Clinical histories including history of surgical procedures and post operative care
 - ii. Any significant changes in environment such as facility transfers, room to room transfers, change type of caging or bedding used.
 - iii. Preventative medicine measures taken including dates of vaccinations, deworming and parasite and sentinel screen.
 - iv. Details of experimental use or events that may cause pain, distress or discomfort

- v. All drugs/test substances administered including medication names, dosages, routes of administration, name of personnel that administered medication and withdrawal times for any agents administered to livestock animals
 - vi. Blood collection (volume/site)
 - vii. Observations of abnormal behavior or physical problem
 - viii. Physical exams and veterinary checks, clinical signs, diagnoses, laboratory results, prognosis, treatments and resolution of events
 - ix. Follow up on the improvement or deterioration of animal's condition and related treatments and interventions
 - x. Record of euthanasia, including the method and agent used
 - xi. Necropsy observations and pathology results
- 3.10 In addition to basic clinical records, specific records should be maintained for the following:
- i. monitoring anesthesia
 - ii. transgenic phenotype logs
 - iii. breeding records
 - iv. mortality logs
 - v. treatment logs

4.0 Safety

- 4.1 When working with animals wear appropriate PPE, observe proper hygiene, and be aware of allergy, zoonosis, and injury risks.

5.0 Contingencies

N/A

6.0 References

- 6.1 Cornell University Center for Animal Resources and Education (CARE) webpage
<http://www.research.cornell.edu/care>