



University Animal Care Committee Standard Operating Procedure		
<b>Document No:</b> 14.3	<b>Subject:</b> Clinical Health Reports - Rodent	
<b>Date Issued:</b> July 11, 2013	<b>Revision:</b> 1	<b>Page No:</b> 1

**Location:** Queen's University

**Responsibility:** Principal Investigators (PI), Research Staff, Veterinary Staff

**Purpose:** The purpose of this Standard Operating Procedure (SOP) is to describe the procedure for reporting and monitoring rodent health issues.

- 1. Introduction and Definitions:** Health Monitoring Reports (rodent) and medical red cards are created for all rodent health issues. This records, monitors and defines treatment for each animal as required.
  - 2. Materials:**
    - Rodent health monitoring reports
    - Duplicate stick-on labels with room number and report number
    - Medical red cage cards
    - Binder
  - 3. Procedures:**
    - When a medical problem is identified while doing daily health checks, one of a duplicate stick-on label with the room number and report number is put on both the medical red card and on a rodent health report.
    - A dated, brief description of the problem is recorded on the red card, and the card is placed in the cage card holder on the animal's cage.
    - The top portion of the rodent health report is filled out, identifying the animal by number, strain, Principal Investigator, cage location, protocol number, sex date of birth, date found and person reporting. This information is found on the animal's cage card.
    - The rodent health report is taken to a designated location where the Animal Health Technician or Clinical Veterinarian will receive it and then assess the animal. If the person reporting the issue considers it an emergency they should speak directly with the Animal Health Technician or Clinical Veterinarian.
    - The Animal Health Technician or Clinical Veterinarian will assess and record the clinical assessment on the rodent health report with the treatment if required.
    - Treatment will be entered on the medical red card with dates and circles for checking off when treatment is completed. A brief description of the problem is also recorded on the card.
    - The rodent health report is then placed in a binder that is put in a designated area outside the room. This enables research personnel to review medical issues within a room without having to enter.
    - Weekly checks are done by the Animal Health Technician or Clinical Veterinarian on all animals with red medical cards, and assessments and treatments are recorded on the health report sheet. Animals with genetic problems that do not require treatment (e.g. microphthalmia) are checked monthly.
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- Critical cases are checked as required.
- When the health problem is resolved, or the animal is euthanized due to study or humane endpoints, or spontaneous death occurs, the red card is attached to the rodent health report and the date and appropriate boxes are updated on the rodent health report.
- The health report is returned to the office where the information is entered into a data base.