

STONEHILL COLLEGE Clinical Records SOP

The intent of this standard operating procedure (SOP) is to describe the guidelines for maintaining clinical records for Animal Care at Stonehill College. This SOP is intended for use by personnel, researchers, and students.

1. Introduction

The value of good clinical record documentation is outlined below:

- a. Maintains good communication between all personnel involved in managing the research, the basic care and health of the animals.
- b. Assists the animal care staff in providing appropriate care relevant to the specifics of the research project.
- c. Provides PIs with information to which they can refer when interpreting research data.
- d. Allows easy method for tracking clinical history & accountability.
- e. Provides legal documentation of significant events related to research study.
- f. Provides a tool for preparing the annual USDA report and AAALAC description.
- g. **It is a regulatory requirement.**

2. Procedures

- a. For a sick animal fill out an Animal Alert Form and e-mail a copy to the PI, attending veterinarian and the facility manager
- b. If the animal is undergoing any treatment(s) place the treatment sheet in the room where the animal is housed. Make sure the form is easily accessible to PI, veterinary staff and animal care staff.
- c. Avoid general terminology & acronyms. Enter only concise and factual information.
- d. Write the date, time and initials of the person who documented the event.
(Write in ink ONLY)
- e. Include all basic information on all animal records:
 - i. species
 - ii. individual identification number
 - iii. sex
 - iv. date of birth or acquisition date
 - v. source
- f. Record all significant clinical events on the animal alert form and/or treatment sheet (if applicable):
 - i. all drugs/substances administered including medication names, dosages, routes of administration, name of personnel administering agent
 - ii. observations of abnormal behavior or physical problem
 - iii. Physical exams and veterinary checks, clinical signs, diagnoses, laboratory results, prognosis, treatments and resolution of events.
 - iv. Follow-up on the improvement or deterioration of animal's condition and related treatments & interventions.
 - v. Record of euthanasia (if applicable)
 - vi. Necropsy observations & pathology results