

# Reporting Unexpected Adverse Events


An Unexpected Adverse Event is an event that has a negative impact on the wellbeing of an animal, that was not foreseen or specified in the approved animal ethics application.





It's the responsibility of researchers and animal welfare staff to notify these events to the institution's AWO and facility managers as soon as possible and seek advice on how to manage the event.

## Reporting an Unexpected Adverse Event
















This section will describe how report an Unexpected Adverse Event in tick@lab.

1. In Experimental Stock or Breeding Stock, select the animal(s) linked to the event.

You can select multiple animals by clicking the tick icon  next to the animal (on the far right).

Experimental Stock																
Animals																
	Animal ID	Ear Notch / Pen	Date of birth	Genotype	Age	Species	Strain	Cage-ID	Cage External ID	Room	Lab Technician	AEC	Exit date	Tags	Status	Batch-Unit ID
	TSAY/9.2g	31	16-Apr-2021	T/0	2y 2m 21d	Mouse	Tg.tf-LC3	001814		Bioresources / Holding 4	Hein, Leanne	SAM-21-019			Ready	I-01221//TSA/9.2g//31//TSA/9.2g//T/0
	TSAY/9.1g	30	16-Apr-2021	T/0	2y 2m 21d	Mouse	Tg.tf-LC3	001814		Bioresources / Holding 4	Hein, Leanne	SAM-21-019			Ready	I-01217//TSA/9.1g//30//TSA/9.1g//T/0
	TSAY/9.1f	10	16-Apr-2021	T/0	2y 2m 21d	Mouse	Tg.tf-LC3	001814		Bioresources / Holding 4	Hein, Leanne	SAM-21-019			Ready	I-01216//TSA/9.1f//10//TSA/9.1f//T/0
	TSAY/9.1c	10	16-Apr-2021	T/0	2y 2m 21d	Mouse	Tg.tf-LC3	001814		Bioresources / Holding 4	Hein, Leanne	SAM-21-019			Ready	I-01215//TSA/9.1c//10//TSA/9.1c//T/0

2. Right click on the selected animal(s) and select History / Medical Records

-  Details
-  Delete batches
-  Termination
-  History / Medical Records 
-  Cages
-  Print cage cards >
-  Release for transfer
-  Transfer
-  New Task
-  New Case
-  Copy IDs to clipboard
-  Flags >
-  Lock editing
-  In Experiment

3. In the New Activity section, click the plus icon in the Template field

NEW ACTIVITY

Save Reset Action

General Attachment

Template:

Effective date: 07-Jul-2023

Notes:

EMAIL NOTIFICATION

Send Email Notification:  ?

RECIPIENTS

4. Select Adverse Event Reporting > AEC Unexpected Adverse Event Report from the Template field and click Apply.

Apply Deselect all

Search:

Template:

- (All)
- adverse event reporting
  - AEC Unexpected Adverse Event Report
  - AWO Investigation
- bioresources
- bioresources clinical record
- cryopreservation
- pirl
- pirl clinical record
- procedure
- requests

5. Enter the fields in the Unexpected Adverse Event Report form about the event that has occurred.

UNEXPECTED ADVERSE EVENT REPORT

This template is used to report details of an Unexpected Adverse Event

Event Date:\*

Summary of events leading up to the unexpected adverse event:\*

Actions taken when problems first noticed and to alleviate pain / distress:\*

Results of the post-mortem examination:

Considerations for preventing future adverse events, interventions or corrective actions:

Animal Is Sick:

6. Ensure the "Send Email Notification" checkbox is ticked as this will ensure the AWO and facility managers are notified.

## EMAIL NOTIFICATION

Send Email Notification:

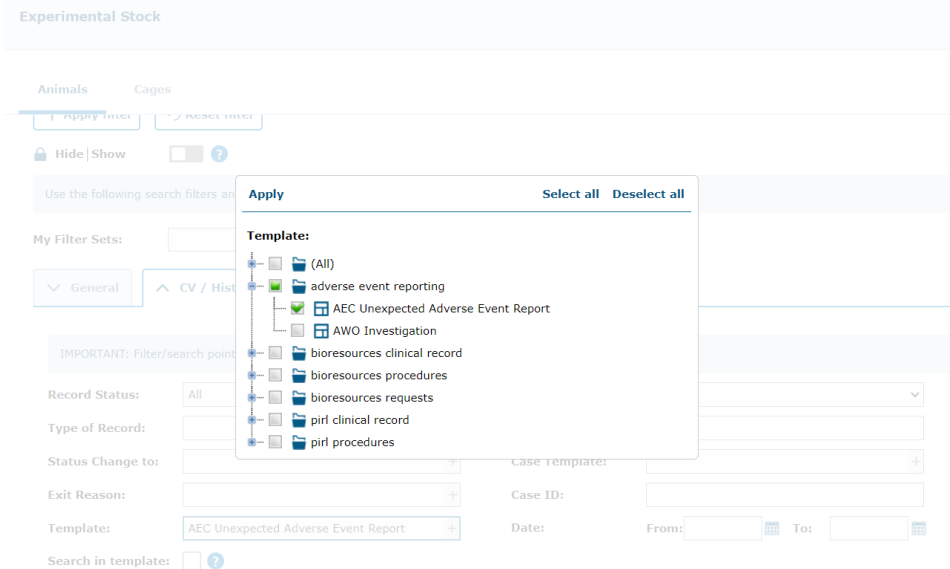


7. Click the Save button to finish reporting the unexpected adverse event. The AWO and facility managers will receive an automatic email notification from tick@lab about the event.

## Viewing Unexpected Adverse Events

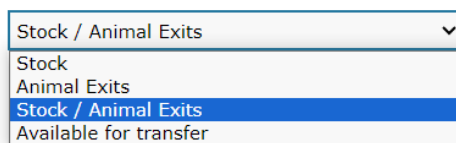
The following steps will show how to view Unexpected Adverse Events that have already been reported.

1. Depending on the type of animal, open Experimental Stock or Breeding Stock from the main menu
2. In the CV/History filters tab, select Adverse Event Report > AEC Unexpected Adverse Event Report in the Template filter and click Apply.



3. Optional Step: you may want to enter additional filters to find specific animals that have Unexpected Adverse Events reported, for example, AEC number, strain, etc. Depending on the status of the animal you may need to set the General > Display Animals filter to "Stock / Animal Exits" to ensure you include both active and culled animals in your search.

Display Animals:



4. Click the apply filter button to list all animals that have reported an Unexpected Adverse Event

5. Right click on the animal in the search results and select History / Medical Records from the pop-up menu

**Experimental Stock**

Animals Cages

No. of entries: 91

<< < 1 2 > >>

	Animal ID	Ear Notch / Pen	Date of birth	Genotype	Age	Species	Strain
♂			16-		1y 1m 8d	Mouse	Tg.tf-LC3
♀					2m 17d	Mouse	C57BL/6J

Context menu options:

- + New
- Details
- Duplicate batch
- History / Medical Records
- Copy ID to clipboard

6. In the CV / History tab of the Filter & Search section, select **Adverse Event Reporting > AEC Unexpected Adverse Event Report** in the Template filter

Print Cage Cards

Apply Filter Reset Filter

Hide>Show

Use the following search filters and click the "Apply Filter" button to refresh the results grid.

My Filter Sets:

CV / History

Show: All

Record Status: All

Type of Record:

Status Change to:

Exit Reason:

Creator:

Keywords:

Case:

Template: AEC Unexpected Adverse Event Report

Search in template:

Apply Select all Deselect all

Template:

- (All)
- adverse event reporting
- AEC Unexpected Adverse Event Report
- AWO Investigation
- biorepositories clinical record
- biorepositories procedures
- biorepositories requests
- pirf clinical record
- pirf procedures



7. Click the Apply Filter button. This will filter the animal's history to make it easier to see only Unexpected Adverse Events

8. In the Activities and History section you will see the Unexpected Adverse Event listed. Right click on the event and select Details from the pop-up menu to view it.

**ACTIVITIES AND HISTORY**

Date	Type	Description
16-Jul-2021	Activity (Unexpected Adverse Event)	An unexpected adverse event has been

Context menu options:

- Details