



Internal Regulation Title	Medical/Health Records for Animals Used on IACUC Protocols				
Date Last Revised	03/06/2019	Date Created	03/06/2019	Revision #	
Regulation Number	22	Required by:	<input type="checkbox"/> OHRP <input type="checkbox"/> Funding Agency <input checked="" type="checkbox"/> OLAW		
Applicability	<input type="checkbox"/> RGC Internal		<input checked="" type="checkbox"/> Researcher		<input type="checkbox"/> Institutional
Subgroup	<input type="checkbox"/> NKU Compliance	<input type="checkbox"/> IRB	<input checked="" type="checkbox"/> IACUC		<input type="checkbox"/> IBC

1.0 PURPOSE

The purpose of this internal regulation is to provide a framework for appropriately documenting medical/health records of animals utilized on IACUC-approved protocols.

2.0 GENERAL INFORMATION AND SCOPE

Medical/health records are meant to convey necessary information to all people involved in an animal’s care. Every facility is expected to have a system of documenting medical/health records sufficiently comprehensive to demonstrate the delivery of adequate health care. It is expected there will be an established medical/health records system consistent with professional standards that meets the minimum requirements set forth in this internal regulation.

Examples of procedures that should be adequately documented in medical/health records include, but are not limited to, vaccinations, fecal examinations, radiographs, surgeries, medical treatments, and necropsies. Routine husbandry and preventive medical procedures (e.g., vaccinations and dewormings) performed on a group of animals may be recorded on herd-health-type records. As long as all required information is readily available, records may be kept in any convenient format.

Health records must be readily available for review as requested (e.g., by an attending veterinarian, federal regulators, members of the IACUC, etc.).

An animal’s health record must be held for at least 3 years after the animal’s disposition (e.g., adoption, sale or death). When an animal is transferred to another party or location, a copy of the animal’s health record must be transferred with the animal.

3.0 DETAILS

For all facilities, health records must be current, legible, and include, at a minimum, the following information:

- Identity of the animals.
- Descriptions of any illness or injury and the resolution of any noted problem.
- Dates, details, and results (if appropriate) of all medically-related observations, examinations, tests, and other such procedures.

- Dates and other details of all treatments, including the name, dose, route, frequency, and duration of treatment with medications (a “check-off” system to record when treatment is given each day may be beneficial).

4.0 REFERENCES

5.0 FORMS OR ATTACHMENTS

6.0 DEFINITIONS

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	05/13/2019	<input type="checkbox"/>
IACUC Chair	<input checked="" type="checkbox"/>	05/13/2019	<input type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input type="checkbox"/>		<input type="checkbox"/>	
IACUC Chair	<input type="checkbox"/>		<input type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input type="checkbox"/>	