

Guidelines for use of client-owned** healthy animals

Enrollment of healthy client-owned animals as controls in clinical research is a necessary and frequent occurrence in the VMC. With the recent updates to the processes associated with veterinary clinical research, we would like to take this opportunity to remind everyone of the expected work flow for *healthy client-owned animals* participating in clinical research.

For the purposes of these guidelines, a *healthy animal* is defined as any client-owned animal coming to the VMC solely to participate as a “control” or “normal animal” in a clinical research project or to donate “normal” fluid (blood, urine, etc.) or tissue for use in a research project. These animals do not have a disease process that requires treatment during their visit and are presented to the VMC solely to participate in research at the request of clinicians/investigators.

For animals that meet these criteria, the following guidelines should be observed:

- Studies involving healthy client-owned animals require IACUC approval and a study consent form signed by the owner, just as required for patients participating in clinical research. Investigators are responsible for maintaining study binders with these signed consent forms and must be able to produce them if questions arise related to an on-going or recently completed study.
- Animals should be placed on the appointment schedule of the managing service. This should occur with sufficient notice to allow medical records to pre-register the animal in VetStar (i.e at least the day prior to intended presentation).
- Animals should not take up regular appointment slots; rather a drop off /add-on slot should be used to place the animal on the schedule.
- A medical record accession should be created for each visit the animal makes to the VMC.
- Any healthy animal that presents to the VMC for participation in research is required to have a physical exam that is documented in the medical record. An examination charge should be entered into VetStar in association with the animal’s visit. For Faculty/staff/student pets, this can be the \$25 employee exam fee. For non-employee/student pets, this should be the regular examination fee or recheck examination fee charged by the service.
- Animals should be housed in their respective service ward or other appropriate patient care area while actively participating in a research protocol.
- A discharge summary should be created for each visit to the VMC and placed in the animal’s medical record. It may be brief but should include at a minimum 1) the name of the study the animal is participating in, 2) the principal investigator, and 3) a general description of the activities performed as part of the study.
- After the discharge, any follow-up communications regarding the health status of the animal should be recorded in the communications log as well as the animal's study binder.

**A client-owned animal is defined as any animal not owned by the University. Please note that faculty, staff, or student owned animals all fall into this category.