

**Adverse Event or Unexpected Death Reporting**

Animal Ethics Committee

AE

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The *Australian code for the care and use of animals for scientific purposes* *2013* (*the Code*) requires that any unexpected adverse events be reported to the AEC.

The Ethics Advisor, Animal Welfare Advisor – Research & Teaching, and the Animal Ethics Committee will review this report form.

Submit completed application into **IRMA** system under the Documents tab.

animal.ethics@murdoch.edu.au

**Animal Ethics Office**

(08) 9360 7366

All applications are to be submitted in the **IRMA** system as attachments to a coversheet.

|  |  |
| --- | --- |
| **Part A -**  | **Project information** |
|  |  |
|  | **Permit Number (\*\*\*\*\*/\*\*):** |  | **Protocol ID (\*\*\*):** |
|  |       |  |       |
|  |  |  |
|  | **Project Title:** |
|  |       |
|  |  |
|  | **Chief Investigator / Supervisor:**  |
|  | Title | Given Name  | Surname |
|  |       |       |       |
|  |  |
|  | **Form completed by:** |       |
|  | **Role on the project:** |       |
|  |
|  |
| **Part B -**  | **Summary** |
|  |  |
|  | *Tick* ***one*** *box that best applies to the purpose of this research.*  | *Tick* ***one*** *only* |  |
|  | (i) | **Found Dead** | [ ]   |  |
|  |  |  |  |  |
|  | (ii) | **Illness/injury** (survived) | [ ]   |  |
|  |  |  |  |  |
|  | (iii) | **Euthanased** | [ ]   |  |
| *Describe method:*       |
|  |  |  |  |  |
|  | (iv) | **Other** (e.g. power failure, inclement weather) | [ ]   |  |
|  |  | *Provide details:*       |
|  |  |
|  |  |
| **Part C -**  | **Animal Details** |
|  |  |
|  | **Animal ID:** |       |
|  | **Species:** |       |
|  | **Genotype:** |       |
|  | **Sex:** |       |
|  | **Procedure:** (Experiment / Aim #) |       |
|  | **Date and Time of incident:** |       |
|  | **Location of incident:** |       |
|  |  |  |
|  | **Have you informed the AWO / AEO?** | Yes [ ]  No [ ]   |
|  |  |
|  | **Are other animals at risk?** | Yes [ ]  No [ ]   |
|  | *Provide details:* |
|  |       |
|  |  |  |  |  |
|  | **Post Mortem Examination (PME)?** | Yes [ ]  No [ ]   | **Has this report been attached?** | Yes [ ]  No [ ]   |
|  | *Provide details:* |
|  |       |
|  |
|  |  |
| **Part D -**  | **Details of incident** |
|  |  |
|  | Provide information on the details of the incident.  |
|  | *Include an outline of the details of the event and the circumstances leading up to it; what is the likely cause of the event; how does the event impact on the animal and the research project in both the immediate and long-term; what is the total number of injuries / deaths out of the total population at risk; what is the health status of the remaining animals?* |
|  |       |
|  |  |
|  | What further action will be taken to prevent a similar adverse incident occurring in the future?  |
|  | *Include information regarding what remedial action will be taken (including treatments, medicines, etc.); what, if any, procedures / practices need to be modified as a result of the event?* |
|  |       |
|  |  |

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**How to submit Animal Ethics forms in IRMA:**

for Animal Ethics forms

**Submission Information**

All forms are received and processed through the IRMA system. To do this, you will need to create a “**Coversheet**” in IRMA and attach this form and any supporting documents as part your submission.

1. Begin by creating a Coversheet. Log into IRMA and click on “**Researcher Profile**” (found in the top right-hand corner of your screen). If you do not have IRMA access, lodge a request with IT through ServiceNow.



1. Click on the “**Animal Ethics**” tab:
2. Ensure the drop-down option is showing as “**View Forms**”, and click the “**Create**” button to create a new coversheet:
3. Select the **Unexpected Death or Euthanasia / Adverse Events** coversheet from the drop-down list (shown below),link the coversheet to the relevant project by clicking the “**Search**” button, and then click “**Next**”:



1. A new screen will appear (see below). Click on the weblink and download the **“Unexpected Death or Euthanasia / Adverse Events** form.



1. When the form has been downloaded and completed, save the document to your computer, and upload a copy into the IRMA coversheet you have just created. Click on the “**Documents**” tab and upload the form by clicking the “+ **Add**” button.

Select the most relevant option from the drop list provided



Include any other supporting documentation, e.g. post mortem reports in the “**Documents**” tab. Ensure each attachment is clearly labelled in the “Document Description” box.

1. Once this form, and all other supporting documentation, have been uploaded into IRMA, return to the “**Coversheet**” tab and click the “**Submit**” button.

**TASK COMPLETE**