

**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:** | | | | | | | | | | | | | | | |
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|  |  | | | | | | | | | | | | | | | |
|  | **Chief Investigator / Supervisor:** | | | | | | | | | | | | | | | |
|  | Title | | | | Given Name | | | | | | | Surname | | | | |
|  |  | | | |  | | | | | | |  | | | | |
|  |  | | | | | | | | | | | | | | | |
|  | **Form completed by:** | | | | |  | | | | | | | | | | |
|  | **Role on the project:** | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
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| **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:* | | | | | | | | | | | | | |
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| **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:* | | | | | | | | | | | | | | | |
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| **Part D -** | | **Details of incident** | | | | | | | | | | | | | | |
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|  | 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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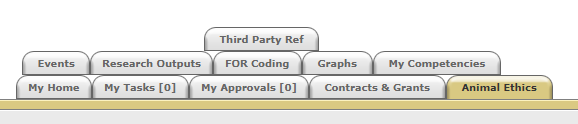
**How to submit Animal Ethics forms in IRMA:**

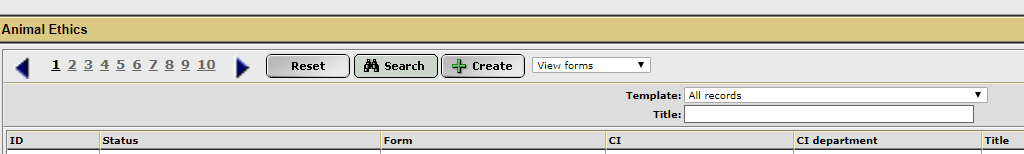
for Animal Ethics forms

**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**”:

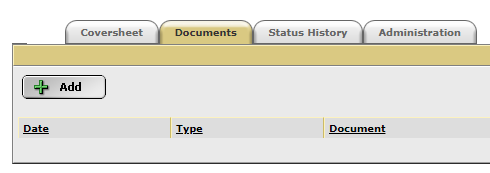
A screenshot of a computer

Description automatically generated with medium confidence

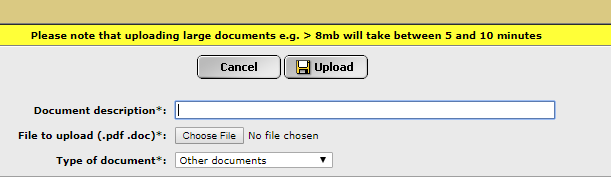
1. A new screen will appear (see below). Click on the weblink and download the **“Unexpected Death or Euthanasia / Adverse Events** form.

A screenshot of a computer

Description automatically generated with medium confidence

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**