Virtual Information Tracking Animal Logistics

The New Animal Observation Report (AOR) System
The Study Team can see various “States” or Reports in the system and can move freely between states as needed:

- **Open** - Ongoing treatment or monitoring
  - Case may be sent back to the approval state when:
    - New treatments proposed
    - Information is needed (i.e. research activities, phenotypes)

- **Approval** - Report is waiting on research team to take action

- **Vet Consultation** - Requested by ULAR or Research team

- **Dead Animal Report** - Details are always available
VITAL-Med Communication

- Email will be sent to main contacts
  - **WHO:**
    - Contact name on the cage card and PI
    - +/- Lab manager (work with LAHT)
  - **From:** ULARINFO@osu.edu
  - **Subject:**
    - NOTIFICATION OF ANIMAL CLINICAL CONCERN [OSU VITAL-Med App]
    - URGENT NOTIFICATION OF ANIMAL CLINICAL CONCERN [OSU VITAL-Med App]
    - NOTIFICATION OF DECEASED ANIMAL [OSU VITAL-Med App]

- Information is pulled from the Eprotocol profile
  - Individuals **must** be study team members on the protocol
  - To update profile: https://orapps.osu.edu/register/?app=eprotocol&redirect=https://eprotocol.osu.edu/OSU/Personalization/MyProfile

All Study team members can access all cases using go.osu.edu/vital-med (even if you didn’t get the email)
Where do I go to approve treatment?

- Follow embedded links in the email (sent to main contacts):
  - Log in to: go.osu.edu/vital-med
  - Open Approval Reports
  - Unique report number is available in the email (yellow circle above)

VITAL TRAINING

NOTIFICATION OF ANIMAL CLINICAL CONCERN [OSU VITAL-Med App]

Report:
Approval Report #52

Instructions:
There are animals that require your attention. Please log into the new VITAL-Med System(link) to see the details and to take action. Email communication was sent to the primary contact listed on the cage card, the Principal Investigator and other requested contacts (i.e. lab manager). Anyone approved on the animal use protocol will be able to follow the link, log in, and take action.

Follow up action requires one of the following actions to be completed within the next 24 hours:

1. Approve Treatment
   1. Provide approval to ULAR Medicine to provide described treatments
   2. Confirm that the research team will remove animals
   3. Request that ULAR medicine remove the animals (technical fees will apply if not an urgent animal welfare concern)

2. Schedule Animal Removal
3. Acknowledge:
   1. Treatments have been provided per pre-approvals in place
   2. A deceased animal communication

4. Request Vet Consult

Application Links:
- Approval Reports
- Open Case Reports
- Veterinary Consultation Reports
- Dead Animal Reports

FROM EMAIL

Email can be forwarded to other team members
Case Details

- The research team will see a read only version of the report that will provide an Overview and Location details.

- The unique report number (i.e. #52) can be helpful if multiple cases are open.
The proposed treatment plan will be described.

Treatments require approval from the research team.

Pre-approved treatments already performed by ULAR staff, will be noted in the treatment history.
Approval Report

How do I answer questions?

- **Add a Comment** = Communication Tool
  - Use the narrative box to ask questions of ULAR or respond to questions (replaces email)

- Remember that you still must take action (approve/vet consult/animal removal) to send the report back to ULAR

This will save the comment in the report
What ACTION do I need to take (Approval Report)?

- Submit Report Options
  - APPROVE TREATMENT
  - REQUEST VET CONSULT
    - If you would like alternative options
  - SCHEDULE ANIMAL REMOVAL
    - When treatment options are proposed but the study team elects to remove the animal from study
    - Select who will perform the euthanasia, input details in the comment box and select submit comment and then click “Approve Treatment”
Approval Report
Schedule Animal Removal

- Research team may opt to euthanize instead of approving proposed treatment (e.g. interference with data collection, end of study timelines, colony management, etc.)
- Instead of selecting Approval or Vet consult must schedule Animal removal by indicating if ULAR or Research team will remove animal

You are required to indicate in the text box the date and time that action will be taken.
Open Report

Report Summary

- Will be used by ULAR staff to:
  - Identify significant changes to the case when needed
  - New animals added
  - Updated treatment plans
  - If ULAR needs a response from you, you will be directed to the comment section to respond

- ULAR will send report to research team for Approval
  - This Prompts an email
Open Report
How do I ask the LAHT or Vet a question?

- Open case
  - Respond in the Add a Comment box and click Submit Comment

Questions can be asked at any time using the ADD a Comment narrative box at the bottom of the report.
How do I submit AOR?

Once you have completed the mandated information you must click submit AOR (or the AOR will live in your drafts only and ULAR cannot see report)

EMERGENCY CASES require a call to the VET/LAHT after submitting AOR in VITAL-MED
Dead Animal Report
What do I need to do?

- The email serves as a notification only
- There are no action buttons related to this state
- The entire research team and ULAR can access the records at any time, this will take the place of the paper dead log that current is available in the room binder
Other resources

- **Technical Issues**
  - Verify you are on the protocol
  - Email OR Helpdesk orhelpdesk@osu.edu
- **E-protocol profile update**
  - Edit your profile
- **Pre-Approved Treatment List**
  - Please contact your LAHT (lab animal health technician) to:
    - Establish or update the list of treatments that can be performed by ULAR immediately
    - Request what pre-approvals are currently in place
- **Vet Best Practices - Analgesia Guidelines**