



**ST VINCENT'S  
HOSPITAL**  
MELBOURNE

A FACILITY OF ST VINCENT'S HEALTH AUSTRALIA

**RESEARCH GOVERNANCE UNIT**  
St. Vincent's Hospital (Melbourne)  
Caritas Christi Hospice  
St. George's Health Service  
Prague House

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## FACILITY INSPECTIONS

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### Statement of Intent and Outcomes

The St Vincent's Hospital (Melbourne) Animal Ethics Committee (AEC) is committed to fulfilling the governing principles of the *Australian code for the care and use of animals for scientific purposes* (2013), by ensuring that all premises listed on a scientific procedures premises licence are inspected annually.

### Definitions

Nil

### Procedure

The AEC monitors the care and use of animals by inspecting animals, animal housing and the conduct of procedures, and/or reviewing records and reports.

Members of the AEC must inspect all premises listed on a scientific procedures premises licence (animal housing and laboratory facilities) at least annually. Frequency of inspections may be influenced by the number and accessibility of sites, the number and types of projects and activities and whether inspections can be combined with scheduled AEC meetings. The AEC may also decide that certain projects or activities require more frequent inspection than others. Facility inspections may be announced or unannounced.

The AEC Secretary will maintain records of inspections that includes the names of attendees, observations, any identified problems, recommended actions, ongoing or outstanding issues and outcomes as well as the facilities name and/or room numbers. The outcome of all inspections is reviewed and ratified by the full AEC at the next available meeting. Facility managers will be advised of the inspection outcome via email, including any recommendations and a copy of inspection reports and correspondence will be kept on file in the Research Governance Unit.

The AEC Secretary will advise AEC members of scheduled inspections via email and invite them to attend facility inspections. A Category C or D member should participate in animal facility inspections if available. Inspections of laboratories may be conducted by the AEC Secretary and Category A member as delegated by the AEC.

Monitoring of animal care and use, including projects and activities conducted at remote sites or fieldwork locations, may be delegated to suitably qualified people and include the use of using still or video images provided to the AEC. These monitoring reports and related material should be forwarded to the AEC Secretary who will then include in the agenda for the next scheduled AEC meeting.

Where non-compliance is identified the non-compliance process will be initiated by the AEC Secretary (refer to SOP 3.8 *Non-Compliance*).

A Facility Inspection Register will be maintained by the AEC Secretary that includes details and outcomes of all inspections. Facility inspection details will also be included in the AEC Annual Report.

**Associated Procedures/Instructions**

3.8 – Non-Compliance

**Reference Documents**

- Australian code for the care and use of animals for scientific purposes (2013)
- Australian Code for the Responsible Conduct of Research (2018)

Authorized by:



Dr Megan Robertson  
Director of Research

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