Problem Statement

Managing Expired Protocols: A Process Improvement Initiative

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Methods

1. Define the problem – expired protocols with animals is an institutional risk
   i. Agreed to the problem
   ii. Defined what success looks like
   iii. Made success measurable
   iv. Written charter captures project summary

2. Agree to current state and find opportunities for improvement
   i. Stakeholders mapped out the current state
   ii. Stakeholders agreed to current state
   iii. Identified:
      • Bottlenecks
      • Pain points
      • Mis- or missing communications
      • Problematic or missing hand-offs

3. Define a new state; Hard-wire compliance to eliminate risk
   i. Analyzed pain points to find the “root cause” for issues and problems
   ii. Identified actions and steps to eliminate issues
   iii. Redefined the process, incorporating new process steps

Tools and Resources to Ensure Success

1. SACUO Process Components
   a. SACUO Process SOP
   b. ESIU Process SOP
   c. PI Meeting Management Checklist
   d. Follow-up instructions to PI Meeting Direct to

2. CBM Process Components
   a. SOP for transforming pages from PI to active protocol

Results

1. This process has been in effect for 6 months.
2. 2 protocols were moved to the holding protocol (mice) for 17 and 29 days.
3. 1 protocol was held on an expired protocol for 8 days due to an inability to connect with the PI. No research was conducted.
4. All other protocols were either terminated by the PI or approved prior to expiration.
5. PIs appreciated the tight oversight of their protocol by the IACUC office.
6. PIs appreciated a process to manage their animals in the event of expiration.
7. Facility staff celebrated a process for managing expired protocols.
8. Work is on-going to define the balance between supporting research and not over-committing facility resources.

Acknowledgements

Thanks to Heidi Langendoen and Mark Randolph for their contributions to this project.