EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Standard operating procedure

Title: Surveillance of centrally authorised veterinary medicinal products		
Status: **PUBLIC**		Document no.: SOP/V/4032
Lead author	Approver	Effective date: 18-AUG-15
Name: Raquel Gopal	Name: Kornelia Grein	Review date: 18-AUG-18
Signature: on file	Signature: on file	Supersedes: SOP/V/4032 (23-JUL-12)
Date: 18-AUG-15	Date: 18-AUG-15	TrackWise record no.: 4608

1. Purpose

To describe the procedure for managing the surveillance of veterinary medicinal products authorised in accordance with Regulation (EC) 726/2004 of the European Parliament and of the Council.

2. Scope

This standard operating procedure (SOP) addresses the management of adverse events for centrally authorised products reported to EudraVigilance Veterinary (EVVet).

3. Responsibilities

It is the responsibility of the Head of Veterinary Medicine Department (delegated to the APH Service Head) to ensure that this SOP is adhered to. The responsibility for the execution of each particular step of this procedure is identified in the right-hand column of section 9 of this SOP.

4. Changes since last revision

Update to reflect new Agency structure and contact details. Update of reference to internal EMA working document to support SOP (checklist to replace former working instruction).

30 Churchill Place ● Canary Wharf ● London E14 5EU ● United Kingdom
Telephone +44 (0)20 3660 6000 **Facsimile** +44 (0)20 3660 5555
Send a question via our website www.ema.europa.eu/contact

5. Documents needed for this SOP

- List of products and calendar for signal detection analysis (EMA/488098/2011) (hereafter referred to as signal detection calendar) (http://www.eudra.org/eudraportal2/displayWelcome.do)
- Tutorials: see Eudraportal (http://www.eudra.org/eudraportal2/displayWelcome.do click on PhVWP > PhVWP_V > VPS_Veterinary_Pharmacovigilance_Surveillance > Tutorials):
  - Proposed methodology for signal detection (EMA/431259/2010)
  - Signal Detection query tutorial (EMA/426250/2006) (instruction on how to run signal detection queries)
  - Veterinary Pharmacovigilance Surveillance (VPhS) database tutorial (EMA/426250/2006) (instructions on how to record the outcome of the analysis in the VPhS database).

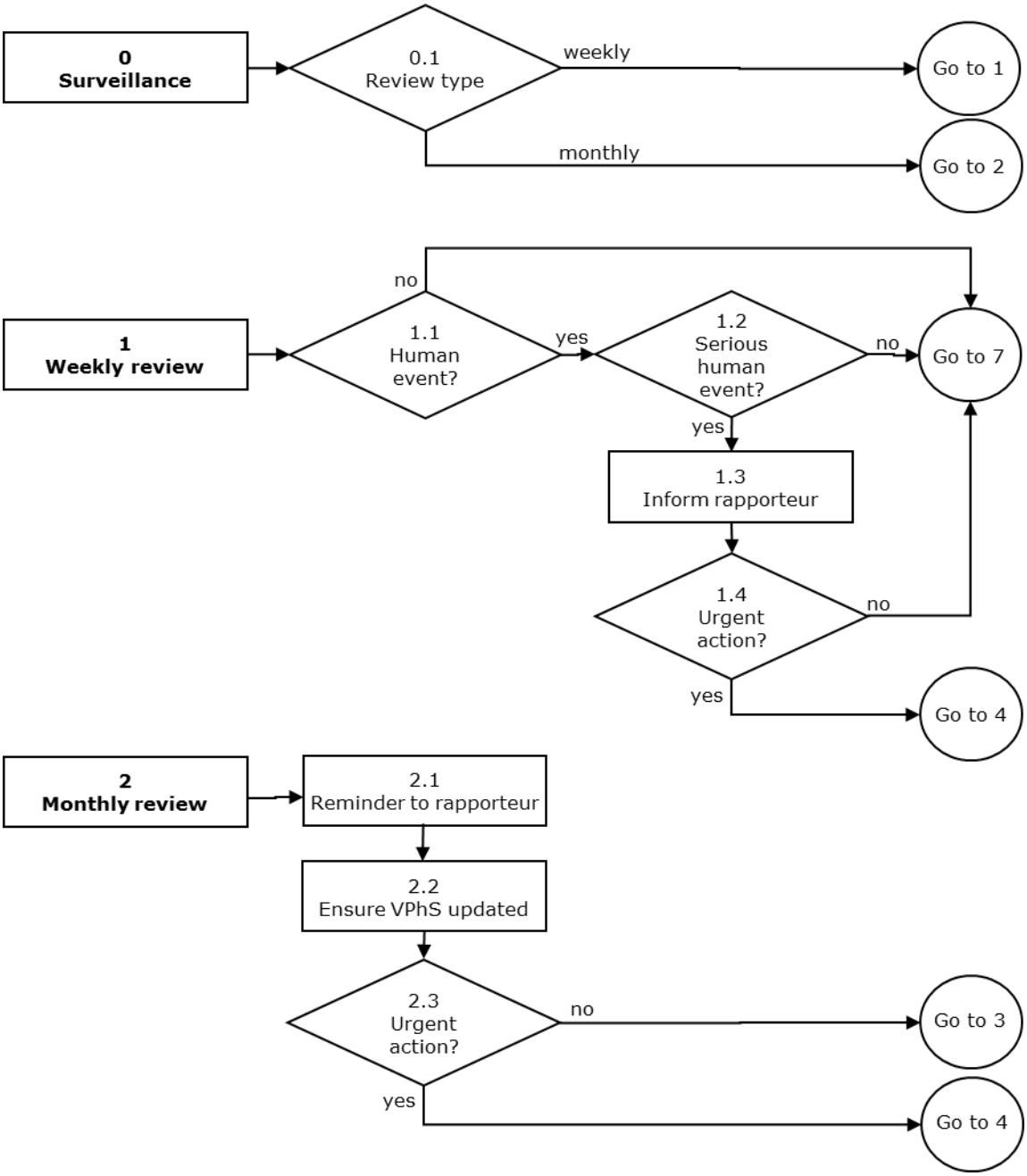
6. Related documents

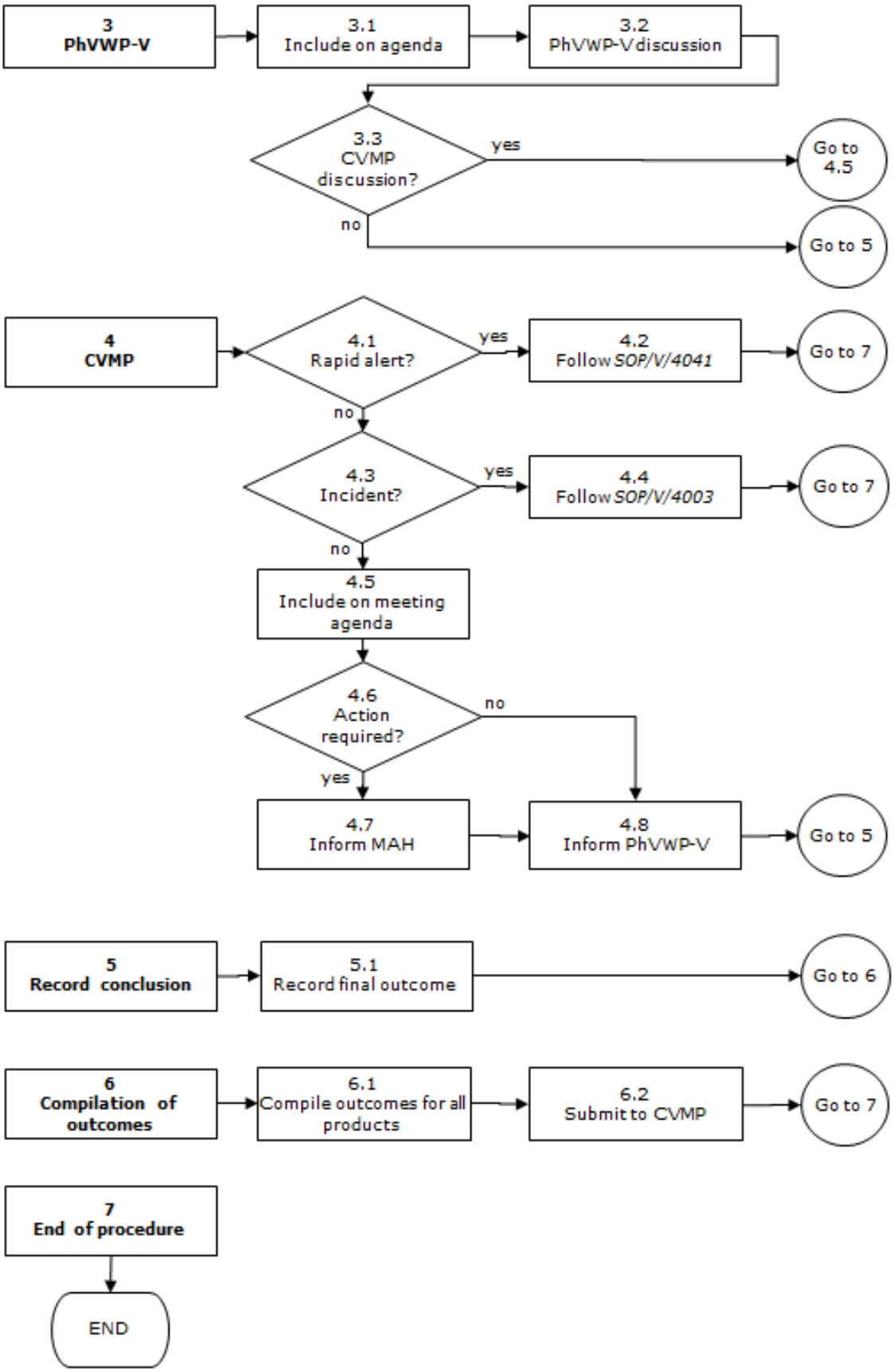
- Regulation (EC) 726/2004 of the European Parliament and of the Council of 31 March 2004, laying down Community procedures for the authorisation and supervision of medicinal products for human and veterinary use and establishing a European Medicines Agency
- Directive 2001/82/EC of the European Parliament and of the Council of 6 November 2001, as amended, on the Community code relating to veterinary medicinal products
- Commission Regulation (EC) No 540/95 of 10 March 1995, laying down the arrangements for reporting suspected unexpected adverse reactions which are not serious, whether arising in the Community or in a third country, to medicinal products for human or veterinary use authorized in accordance with the provisions of Council Regulation (EEC) No 2309/93
- Volume 9B of the rules governing medicinal products in the European Union: Guidelines on Pharmacovigilance for medicinal products for veterinary use
- Recommendation for the basic surveillance of EudraVigilance Veterinary data (EMEA/CVMP/PhVWP/471721/2006)
- Incident management plan for medicines for veterinary use (EMA/711053/2010)
- SOP/V/4003 on Procedure to be followed when the incident management plan for medicines for veterinary use is triggered
- SOP/V/4041 on Handling of pharmacovigilance rapid alerts (RAs) for veterinary medicinal products
- Checklist - Processing of adverse event (AE) reports (veterinary pharmacovigilance) (EMA/367368/2015)
- SOP/PDM/1004 on Core Master Files of medicinal products for human and veterinary use following the centralised procedure.

7. Definitions

Agency	European Medicines Agency
AA	Administrative assistant for pharmacovigilance issues in the veterinary medicines department
AST	Assistant for pharmacovigilance issues in the veterinary medicines department
CAP	Centrally authorised product
CVMP	Committee for Medicinal Products for Veterinary Use
DWH	EudraVigilance Veterinary DataWareHouse; tool to retrieve and analyse data from transactional database
EVVet	EudraVigilance Veterinary: European data-processing network and database management system for the exchange, processing, and evaluation of adverse event reports related to veterinary medicinal products authorised in the European Economic Area (EEA)
MAH	Marketing authorisation holder
PhV	Pharmacovigilance
PhV SA	Veterinary pharmacovigilance scientific administrator
PhVWP-V	CVMP Pharmacovigilance Working Party
Rapporteur	CVMP member or alternate responsible for the product evaluation
Third country	"3rd country" describes countries outside the European Economic Area (which consists of the European Union (EU) Member States plus Norway, Iceland and Liechtenstein)
VPhS	Web-based veterinary pharmacovigilance surveillance database (filemaker), which allows storage of analysis results and recommendations (fmp://fmapps3.eudra.org/vets_pharmacovigilance_surveillance).

8. Process map(s) / flow chart(s)




3
PhVWP-V
3.1
Include on agenda
3.2
PhVWP-V discussion
3.3
CVMP
discussion?
yes
Go to
4.5
no
Go to 5
4
CVMP
4.1
Rapid alert?
yes
4.2
Follow SOP/V/4041
Go to 7
no
4.3
Incident?
yes
4.4
Follow SOP/V/4003
Go to 7
no
4.5
Include on meeting
agenda
4.6
Action
required?
no
yes
4.7
Inform MAH
4.8
Inform PhVWP-V
Go to 5
5
Record conclusion
5.1
Record final outcome
Go to 6
6
Compilation of
outcomes
6.1
Compile outcomes for all
products
6.2
Submit to CVMP
Go to 7
7
End of procedure
END

9. Procedure

Step		Action	Responsibility
0		**Surveillance**	
	0.1	For weekly review of 3rd country human reactions, go to 1.0 For monthly signal detection analysis, go to 2.0	
1		**Weekly review**	
	1.1	On the Monday of each working week (or first working day) run queries for human reactions reported from 3rd countries. Did the query result in one or more human adverse event reports? If **yes**, go to 1.2 If **no**, go to 7.0	AA/PhV SA
	1.2	Was a human death or serious[1] reaction in a human reported? If **yes**, go to 1.3 If **no**, go to 7.0	
	1.3	Inform the rapporteur immediately.	PhV SA
	1.4	Does the rapporteur recommend urgent action/investigation of the event? If **yes**, go to 4.0 If **no,** go to 7.0[2]	
2		**Monthly review**	
	2.1	On the first working day of the month, check the signal detection calendar and remind the rapporteurs of the product(s) to be assessed.	AA/PhV SA
	2.2	Ensure VPhS is updated with outcome of evaluation(s) and recommended action(s) following DWH analyses.	AST/PhV SA
	2.3	Was a signal identified that requires urgent discussion? If **yes**, go to 4.0 If **no**, go to 3.0	
3		**PhVWP-V consideration**	
	3.1	Include the surveillance tracking report for discussion at the forthcoming PhVWP-V meeting.	AA/PhV SA
	3.2	Ensure the PhVWP-V discusses the surveillance tracking reports and concludes on recommendations for regulatory (or other) action for consideration by CVMP, as appropriate.	PhV SA
	3.3	Did the PhVWP-V recommend regulatory (or other) action for consideration by CVMP? If **yes**, go to 4.5 If **no**, go to 5.0	
4		**Consideration of urgency/CVMP consideration**	
	4.1	Does the signal detected present grounds for a PhV-related rapid alert? If **yes**, go to 4.2 If **no**, go to 4.3	
	4.2	Follow the procedure described in *SOP/V/4041*.	PhV SA

[1] Derived from Directive 2001/83/EC: Definition for serious [human] adverse reactions): an adverse reaction [in humans] which results in death, is life-threatening, requires inpatient hospitalisation or prolongation of existing hospitalisation, results in persistent or significant disability or incapacity, or a congenital anomaly/birth defect.

[2] In this case the reports will be picked up again and evaluated during the routine review for the respective product.

Step	Action	Responsibility
	Proceed to 7 (End of procedure)	
4.3	Does the signal detected fulfil the criteria of an incident in accordance with the incident management plan for medicines for veterinary use? If **yes**, go to 4.4 If **no**, go to 4.5	
4.4	Follow the procedure described in the *SOP/V/4003* (Incident management plan). Proceed to 7 (End of procedure)	PhV SA
4.5	Forward recommendation for regulatory (or other) action based on surveillance tracking report to CVMP for consideration at forthcoming meeting.	PhV SA
4.6	CVMP discussion of recommendation and decision on need for regulatory or other action. Is regulatory or other action required? If **yes**, go to 4.7 If **no**, go to 4.8	
4.7	Inform the MAH of outcome of CVMP discussion.	PhV SA
4.8	Inform PhVWP-V of outcome of CVMP discussion at their next meeting. Proceed to 5.0	PhV SA
5	**Record conclusion**	
5.1	Ensure the final outcome of the evaluations and recommendations for action are recorded in VPhS. Proceed to 6.0	AA/PhV SA
6	**Annual compilation of outcomes**	
6.1	By the end of the first quarter of each year: Prepare the compilation of all outcome of evaluations and recommendations for action recorded in VPhS over the previous year.	AA/PhV SA
6.2	Forward compiled report to CVMP for information. Proceed to 7.0	AA/PhV SA
7	**End of procedure**	

10. Records

It is the responsibility of the PhV SA to ensure that all relevant correspondence and documentation are archived electronically in the appropriately labelled folder in DREAM and core master file, as necessary, and that the VPhS database is updated with the surveillance analyses for each CAP.