

Animal Use Subcommittee Animal User Faculty Members – Roles & Responsibilities

Committee members have a vital role to play in ensuring that Western’s research community maintains its excellent record for animal care and oversight. For an outline of responsibilities, see the Animal Use Subcommittee (AUS) [Terms of Reference](#).

Specific Responsibilities for Animal User Faculty Members

Monthly AUS Meetings - Attend all **11** AUS monthly meetings per year, usually held the second Thursday of each month, except July. If unable to attend, arrange directly with Alternate member to attend. In the event that no representative is available, contact the [AUS AO](#).

Protocol Review

➤ *Monthly Meetings*

- 1) Act as a Pre-Meeting Reviewer of **all** *Animal Use Protocols* scheduled for review at each AUS monthly meeting. (Sect. C.2.3 within the AUS Protocol Processing SOP)
- 2) Act as a Primary or Secondary Presenter (see Protocol Processing SOP, Sect. C. 2.3.2) a minimum of **eight** times per calendar year.

➤ *Weekly Protocol Review Meetings*

- 3) Participate in at least **six** weekly protocol review meetings per year. If unable to attend previously scheduled meeting, arrange with Alternate member to attend.

AUS PI Representative

- 4) Serve as a [PI Representative](#). (*There may be more than one PI rep per each institution/department.*)

AUS Site Visits

- 5) Participate in at least **four** AUS [site visits](#) per calendar year.

CCAC Assessments

- 6) Represent the AUS as a scientific (animal user) member during [CCAC assessments](#), which take place every 3-4 years.

Terms & Definitions

Primary and Secondary Reviewers

These members are asked to read and submit pre-meeting review questions to the PI via the AUS Administrative Officers (auspc@uwo.ca), and to present the *Animal Use Protocol* during the AUS meeting (Primary Presenter only). For further details read Sect. C.2.3. within the AUS Protocol Processing SOP.

Weekly Protocol Review Meetings

30-40-minute weekly meetings to review and approve, if appropriate, *Protocol Modifications*, *Protocol Renewals*, Pilot *Animal Use Protocol* forms, and *Animal Use Protocols* approved pending clarification during a previous monthly meeting. For further details read Sect. C.2.2.5 within the AUS Protocol Processing SOP.

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AUS PI Representative (Rep)

A peer representative for the institution/department they are representing. Both Primary and Alternate Faculty members may be called upon at any time to fulfill the role of AUS PI Representative, which involves assisting the AUS Chair and Protocol Support Veterinarian in resolving post approval monitoring (PAM) concerns that may be raised regarding colleagues' *Animal Use Protocols*. The AUS PI rep works closely with the Protocol Support Veterinarian on all non-compliance issues. See PAM flowcharts.

AUS Site Visits

20 – 25 site visits are scheduled per calendar year. Site visits usually take place on Mondays and run approximately two hours. One animal user faculty member is required to participate in the site visit for the institution or department he/she represents, or the facility where his/her own research animals are housed.

CCAC Site Visit

Members are asked to participate in the opening and closing meetings and at other functions as requested during CCAC assessments, which take place every 3 – 5 years.