

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

7.10 STANDARDIZED TRAINING IN ANIMAL CARE AND USE

Classification: Research

Effective Date: 26NOV09

Supersedes: 27JAN05

1. Policies

- 1.1. All individuals who care for and/or use animals, as defined by the Canadian Council on Animal Care (CCAC), in academic endeavours for research, teaching, and/or testing, or through their employment at the University and its affiliated institutions, herein referred to as "Animal Users," are required to complete the following CCAC-mandated animal training:
 - 1.1.1. *Animal Care and Use* Web CT course;
 - 1.1.1.1. The CCAC requires that the *Animal Care and Use* Web CT course be updated once every five years.
 - 1.1.2. Appropriate 'hands-on' workshops and their associated Web CT prerequisites.
- 1.2. Evidence that an equivalent course or experience has been obtained elsewhere may exempt the Animal User from requirement 1.0, as per 2.2 below.
- 1.3. Documentation that the *Animal Care and Use* Web CT course and applicable workshops have been completed successfully must be confirmed prior to performing procedures on animals.
- 1.4. On behalf of the Animal Use Subcommittee (AUS), the Animal Care and Veterinary Services (ACVS) Research Education Team will administer the University's CCAC-mandated training program, as per 2.1 below.

2. Procedures

- 2.1. **Training Program** - On behalf of the AUS, the ACVS Research Education Team will:
 - 2.1.1. Develop appropriate training programs with reference to CCAC requirements;
 - 2.1.2. Assess the training requirements of all personnel at the University and its affiliated institutions that have been added to the *Personnel Training Requirements* section within *Animal Use Protocol*, *Annual Renewal*, and *Protocol Modification* forms, and those associated with animal care and use as employees of the University and its affiliates;
 - 2.1.2.1. Where problems of animal care and use occur, the AUS may require further individual training before animal work may resume.
 - 2.1.3. Communicate outstanding training requirements and associated processes to individuals and their supervisors (Principal Investigator or Manager);
 - 2.1.4. Implement training programs;
 - 2.1.5. Document training requirements and history using a training database for all individuals requiring CCAC-mandated training.

2.2. Training Exemptions

- 2.2.1. *Competency Assessment* – Principal Investigators may request a competency assessment for themselves and their research staff in lieu of hands-on workshop completion. Competency assessments are available only to individuals with extensive and demonstrated experience in animal care and use. In lieu of instruction, participants will be asked to demonstrate skills as outlined within their *Animal Use Protocols*, and will be assessed on their performance by an ACVS veterinarian.
- 2.2.2. Training exemptions may be considered if written documentation illustrating equivalent training obtained elsewhere is provided to the ACVS Research Education Team.
- 2.2.3. The AUS Chair and/or the ACVS Director will be asked to assist the ACVS Research Education Team in evaluating the Animal User's eligibility for a competency assessment or other training exemption.

- 2.2.4. Individuals exempted through a competency assessment (2.2.1) will receive a *Certificate of Competence* from the ACVS Research Education Team.
- 2.2.5. The AUS may revoke a *Certificate of Competence* if evidence is presented to the Committee that the individual is no longer competent in a defined procedure or specialty. The individual will be required to take training indicated by the AUS Chair before resuming animal work.