

PROCEDURE FOR POLICY 7.10 – Institutional Animal User Training Program

I Animal User Training Program

1. The Department of Animal Care and Veterinary Services and other ACVS-approved Animal User Trainers will:
 - 1.1. Develop and/or contribute to the development of appropriate training programs that meet Institutional Animal User training needs, and that align with CCAC guidelines and current veterinary standards of animal care;
 - 1.2. Assess the training requirements of all personnel associated with Western's Research Community that have been added to the *Personnel Training Requirements* section within *Animal Use Protocol (AUP)*, and/or *Protocol Modification* forms, and those associated with Animal Care / Husbandry as employees of the University and its affiliates;
 - 1.3. Communicate training requirements and associated training processes to Animal User Trainees and their supervisors, e.g. Principal Investigator or other Supervisor;
 - 1.4. Provide access to training program resources, e.g. OWL online courses;
 - 1.5. Implement the Animal User Training Program (See training program flow chart, Appendix 1);
 - 1.6. Formally assess Animal User Trainee competencies via ACVS-approved training-specific Trainee Evaluation Checklists;
 - 1.6.1. Provide Animal User Trainees and their supervisors with written evaluations;
 - 1.6.2. Where concerns regarding Animal User competence arise, further individual training may be required before animal work may resume, as determined by an Institutional Veterinarian or ACC Executive.
 - 1.7. Maintain training records for all Animal Users using a centralized training database.

II Training Exemptions / Competency Assessments

Training Exemptions

1. Training exemptions from Institutional Animal User Training requirements may be considered if written documentation illustrating equivalent training obtained elsewhere is provided to the ACC Training Exemption Working Group, which has final authority for the granting of training exemptions.
2. An Animal User requesting exemption must electronically submit a Training Exemption Form (Appendix 2) with accompanying documentation outlining previous training history to training@uwo.ca.
3. The ACVS Animal User Trainer reviews and then forwards all related documents to the ACC working group requesting consideration of the exemption request.
4. The ACC working group reviews all provided material, determines the exemption request outcome, and emails the requestor outlining its decision, either:
 - 4.1. Exemption granted, or
 - 4.2. Competency assessment required, or
 - 4.3. Institutional training session required.

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5. Any concerns associated with ACC decisions must be forwarded to the ACC Executive via ausexec@uwo.ca.

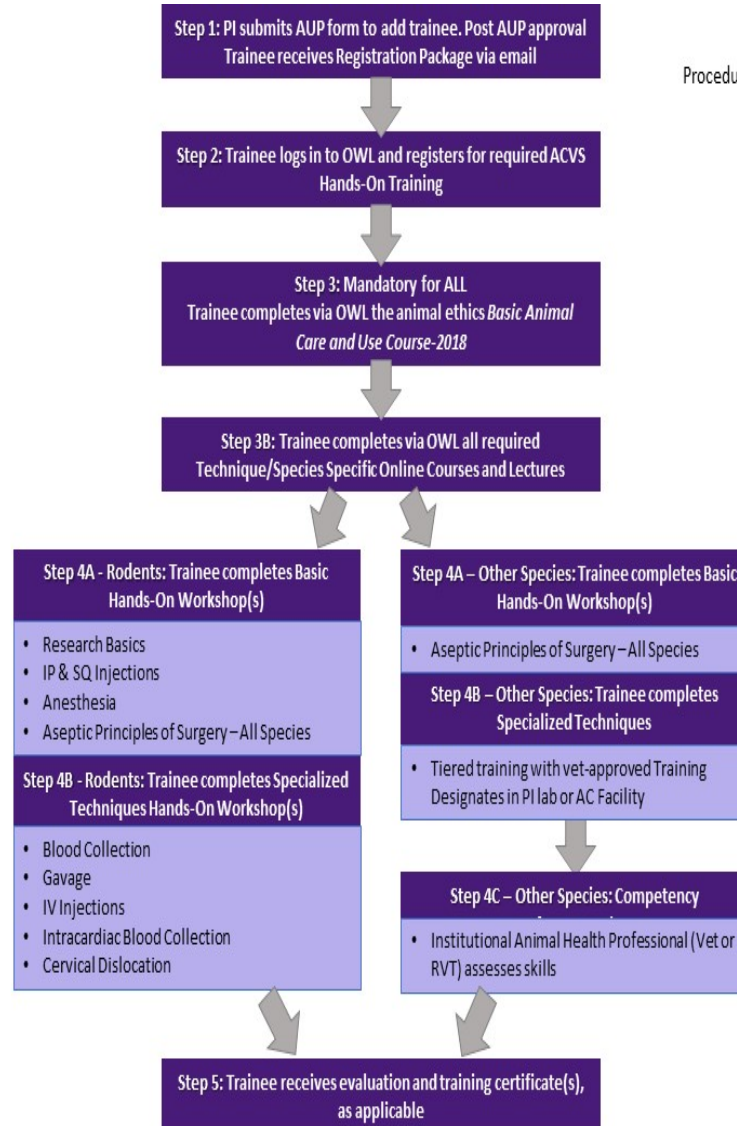
Competency Assessments

6. Principal Investigators may request a competency assessment for their research staff in lieu of hands-on training completion.
 - 6.1. Competency assessments are available only to individuals with extensive and demonstrated experience in animal care and use.
 - 6.2. In lieu of instruction, participants will be asked to demonstrate skills as outlined within their Animal Use Protocols.
 - 6.3. ACVS or the ACC Executive may request support from an arms-length individual with recognized expertise to assist in evaluating the Animal User's competency.
 - 6.3.1. Individuals exempted through a competency assessment will receive a *Certificate of Competence* from the ACVS Animal User Trainer.
 - 6.3.2. The ACC may revoke a *Certificate of Competence* if evidence indicates that the individual has not demonstrated competence in a defined animal procedure. As directed by the ACC, the individual will be required to undertake related training before resuming hands-on animal work.

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Appendix 1

MAPP 7.10 APP1
Procedures for Institutional Animal User
Training Program



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Appendix 2

Animal Care Committee
Institutional Animal User Training Program
Exemption Request Form

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Email: Click or tap here to enter text.

Contact Number: Click or tap here to enter text.

Principal Investigator: Click or tap here to enter text.

Animal Use Protocol Number(s): Click or tap here to enter text.

Have you completed the *Basic Animal Care and Use Course* online OWL course? Yes No

Please list the online and/or hands on training workshops from which you are seeking exemption:

Workshop Name	Reason For Exemption Request
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Have you provided ACVS (training@uwo.ca) with past training certificates and workshop descriptions:
Yes No

Please provide any other information that would be applicable to this request:
Click or tap here to enter text.

Please complete and submit this form along with past training information to ACVS:

Phone x80277 * Email training@uwo.ca * Subject line: Training Exemption Request

The request will be sent to the ACC Training User Group for consideration.
A confirmation email will be sent from auschair@uwo.ca following approval determination by the ACC.
Any questions? Please follow up with training@uwo.ca directly.