

## I. Process for program development and maintenance

*The Department of Animal Care and Veterinary Services, and other ACVS-approved Animal User Trainers (Trainers) will:*

- 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.

## II. Process for requesting and assessing training requirements

*AUP Holders will:*

- 1) add the Animal User Trainee ('Trainee') to their Animal Use Protocol (AUP) and submit to the Animal Care Committee ([acc@uwo.ca](mailto:acc@uwo.ca)) via the online system; only associate the Trainee with animal procedures they will be involved in.
  - a. In the event that the AUP online system does not permit the addition of new staff, e.g., a previous Modification remains pending approval, submit a training request directly to Animal User Trainers ([training@uwo.ca](mailto:training@uwo.ca)).

*Animal Care / Veterinary Services Supervisors will:*

- 2) submit a request for training of new Animal Care / Veterinary Services staff to Animal User Trainers ([training@uwo.ca](mailto:training@uwo.ca)).

*Trainers will:*

- 3) 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 Modification forms and/or those associated with Animal Facilities / Husbandry as employees of the University and its affiliates;
- 4) in the event that the AUP online system does not permit the addition of new staff and a request has been received via [training@uwo.ca](mailto:training@uwo.ca), trainers will request approval to proceed from the ACVS Director, or designate veterinarian in advance of Protocol Modification/AUP form submission;
- 5) assess previous training history for each trainee, and determine missing training elements; and
- 6) communicate training requirements and associated training processes to Animal User and new staff Trainees and their supervisors, e.g. AUP Holder / Supervisor.

## III. Process for Training of Animal Users

*Trainers will:*

- 1) provide access to training program resources, e.g. OWL online courses, and notify Trainees; and
- 2) register Trainees for pre-requisite online courses

*Trainees will:*

- 3) complete online didactic training in OWL;

- 4) sign up for required hands-on training in OWL; and
- 5) participate in hands-on training.

*Trainers will:*

- 6) confirm completion of online didactic training, including pre-requisites to hands-on training;
- 7) demonstrate skills during hands-on training sessions;
- 8) formally assess Trainee competencies via ACVS-approved training-specific Trainee Evaluation Rubrics;
- 9) provide written evaluations, as applicable;
- 10) 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; and
- 11) maintain training records for all Trainees using a centralized training database.
- 12) see *Training Program Flow Chart*, App 1.

*AUP Holders and Supervisors will:*

- 13) as applicable, ensure the Trainee is overseen by a competent individual until competency has been achieved.

## IV. Process for Training Exemptions / Competency Assessments

### *Training Exemption Requests*

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. Trainees requesting a training exemption that have not completed a CCAC or equivalent Canadian ethics course must complete Western's *Animal Ethics and Regulations* online course.

*Trainees requesting a training exemption will:*

- 1) electronically submit a *Training Exemption Form* (Appendix 2) with accompanying documentation outlining previous training history to training@uwo.ca.

*Trainers will:*

- 2) initiate a *Master Exemption Report* for the Trainee requesting exemption; and
- 3) review and forward all related documents, including their recommendation, to the ACC Training Exemption Working Group requesting consideration of the exemption request.

*The ACC Training Exemption Working Group will:*

- 4) review all provided material, determine the exemption request outcome, and email the Trainee outlining its decision, either:
  - exemption granted, or
  - competency assessment required, or
  - institutional training session required.

### *Competency Assessments*

AUP Holders may request a competency assessment for their research staff in lieu of hands-on training 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. Animal User Trainers or an ACC Working Group may request support from an arms-length individual with recognized expertise to assist in evaluating the Animal User's competency.

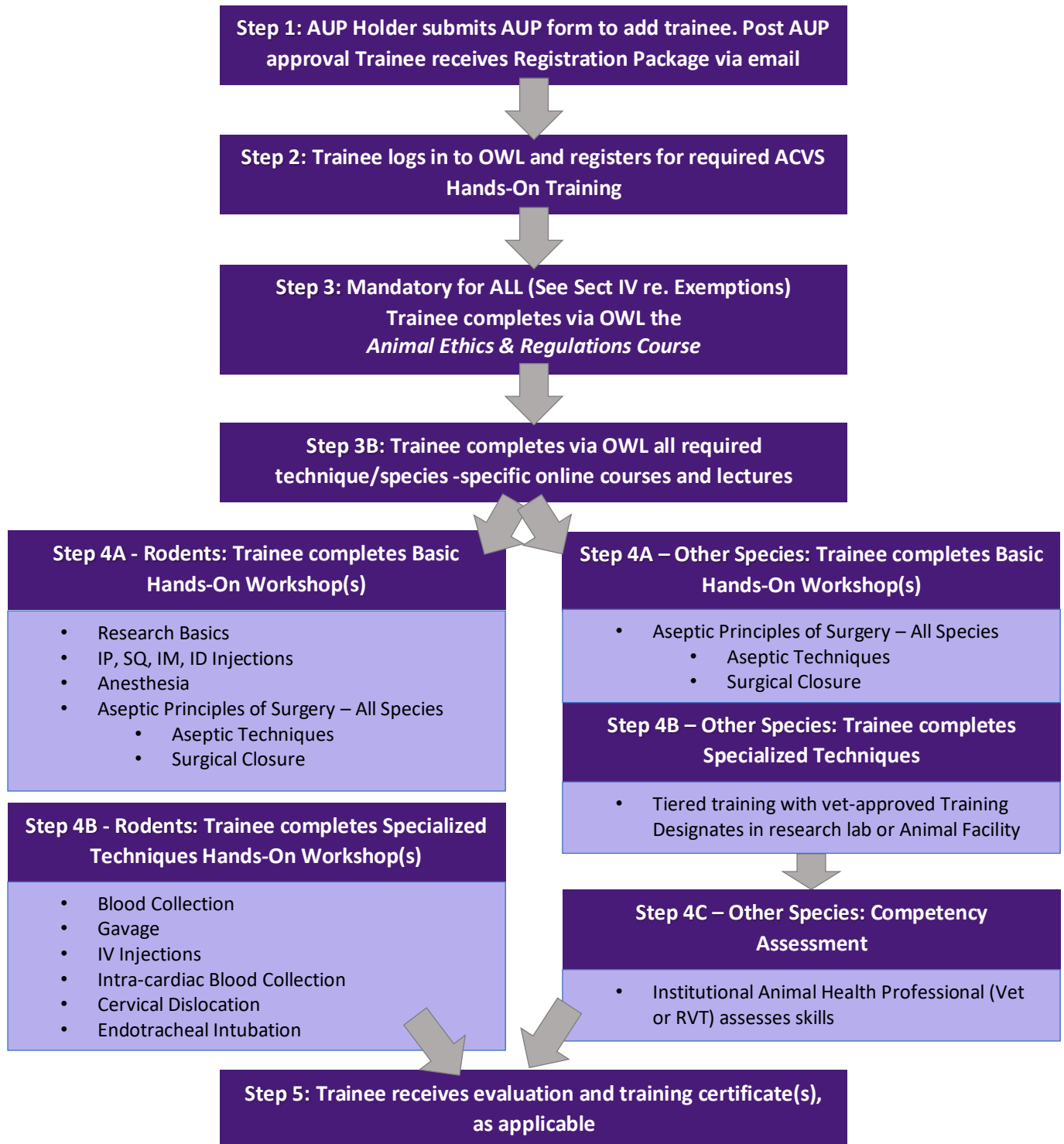
The ACC may revoke a Certificate of Competence if evidence indicates that the individual has not demonstrated competence in a defined animal procedure. As directed by the ACC, the individual will be required to undertake related training before undertaking hands-on animal work.

*AUP Holders and/or Animal Care / Veterinary Services Supervisors will:*

- 1) request a competency assessment of the Trainee via [training@uwo.ca](mailto:training@uwo.ca).

*Trainers or Designates will:*

- 2) arrange and undertake an in-person assessment of the Trainee's skills;
- 3) following confirmation of demonstrated competence, provide the Trainee with a Certificate of Competence; and
- 4) if the Trainee requires further skills development, facilitate their training through the regular process, and notify applicable stakeholders.



Please complete this form if you are seeking **exemption from** completing Institutional Animal User Training specific to your accountabilities, as outlined within the associated Animal Use Protocol and/or your position description.

**Form Completion**

Please complete and submit this form along with past training information to ACVS Institutional Animal User Training ([training@uwo.ca](mailto:training@uwo.ca)) using the following email subject line: *Training Exemption Request*. Your request will be sent to the ACC Training Exemption Working Group for consideration. Following approval determination, a confirmation email will be sent from the ACC ([acc@uwo.ca](mailto:acc@uwo.ca))

Any questions? Please follow up with [training@uwo.ca](mailto:training@uwo.ca) directly. Phone: Rats and/or Mice x86770/84467, other species x80277

**Date:** Click or tap to enter a date.

**Name:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone 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 *Animal Ethics and Regulations Course* online lecture?  Yes  No

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

Workshop Name	Reason for Exemption Request

Have you provided ACVS Institutional Animal User Training 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.

Have you provided ACVS Institutional Animal User Training 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 Institutional Animal User Training: Phone x80277; Email [training@uwo.ca](mailto:training@uwo.ca) Use the Subject Line: Training Exemption Request.

The request will be sent to the ACC Training Working Group for consideration. A confirmation email will be sent from [auschair@uwo.ca](mailto:auschair@uwo.ca) following approval determination by the ACC.

Any questions? Please follow up with [training@uwo.ca](mailto:training@uwo.ca) directly.