UBC ANIMAL CARE COMMITTEE
Guideline on UBC Institutional Animal User Training

Date Approved: June 17, 2024

1.0   PURPOSE

The purpose of this guideline is to accompany the University of British Columbia (UBC) Animal Care Committee (ACC) Policy 008 on Institutional Animal User Training (IAUT) requirements for all UBC Persons involved in animal Research, Teaching or Breeding, as well as the UBC ACC Guideline on How to Become a Certified Trainer or Training Mentor for Institutional Animal User Training.

2.0   SCOPE

This guideline applies to all UBC Persons who work with animals in Research, Teaching or Breeding within the UBC Animal Care and Use Program (ACUP), which falls under the review of the UBC ACC.

3.0   DEFINITIONS

Research Information Systems (RISe): An online research administration tool that allows researchers and administrators to manage and track applications online through to approval, certification and awarding of funds. https://www.rise.ubc.ca/

Certified Trainers: Trainers who have been certified by the UBC Animal Care Services Head of Training or designate to provide UBC ACC required training and certification of individuals, and are responsible for the development, maintenance and instruction of the UBC ACC required training courses.

Certified Training Mentor: A person who has been certified by UBC Animal Care Services Head of Training or designate to provide additional supervision, training and assistance to individuals taking the required UBC ACC training courses. Certified training mentors are not responsible for the final certification of the individual.

Laboratory-Based Trainer: A person who has been identified by the Principal Investigator and approved by the ACS training team or designate as having the necessary skills to provide training and supervision of individuals for lab-specific procedures not covered in the required UBC ACC training courses.

Training Records: Documentation that records the procedure for which training was received, level of skill, date of training and name of trainer for an individual who has completed UBC ACC required training or lab-based training.

Levels of skill:
- **Proficient:** The individual has demonstrated a high level of skill in all aspects of the procedure safely and in a manner that consistently protects animal welfare. They possess a clear understanding of the procedure and all necessary steps to perform it unsupervised in

a safe and humane manner. The Proficient individual can demonstrate and guide another individual through each step of the procedure consistently and provide feedback to ensure they gain the required level of skill.

- **Competent:** The individual has demonstrated all aspects of the procedure safely and in a manner that consistently protects animal welfare with little guidance. They possess a clear understanding of the material presented and are able to continue their own skill development unsupervised over the course of their research.

- **Trainee:** The individual is able to perform many aspects of the procedure, however, requires further training and guidance in order to consistently perform the procedure in a manner that protects animal welfare and human safety. They possess some understanding of the material presented; however, they require additional training to continue developing their skills unsupervised.

Trainees are not permitted to practice procedures unsupervised. They must always be under the direct supervision of an individual identified as proficient (e.g. certified training mentor or lab-based trainer) when practicing the procedure.

- **No certification:** The individual is able to perform few, if any, aspects of the procedure without repeated guidance and does not yet demonstrate a clear understanding of the material presented. The individual will be required to take the training course again in order to develop the skill required to consistently perform the procedure in a manner that protects animal welfare and human safety.

4.0   COMPONENTS OF THE IAUT TRAINING PROGRAM

4.1   Component A: CCAC Online Self-Directed Ethics Courses

https://animalcare.ubc.ca/training/ccac-online-ethics
This component consists of an online, self-directed, course and is required of all UBC Persons who may, or are, working with animals in any discipline, directly or indirectly. The course is graded automatically; the individual will then receive a certificate of completion. Individuals who receive this certification must then update their RISe profiles.

4.2   Component B: ACC Required Animal Training

This component consists of online courses and practical, hands-on, labs covering common procedures performed on animals. These courses will be taught by Certified Trainers as a service to the research and teaching community. Evaluation will be performed by the Certified Trainers and certification is documented on RISe. All UBC Persons are required to successfully complete all courses relevant to their work before working with animals. Alternatively, for those researchers with established and demonstrated expertise in the techniques covered by the ACC required courses but obtained at other institutions, assessment of training records or viewing of the procedure(s) by one of the Certified Trainers or designate may be arranged for certification.

4.3 Component C: Facility-Specific Training

This component consists of facility orientation and facility-specific training for any facilities where a UBC Person will work with animals and is generally administered by the Facility Managers or their designates. This training will ensure that all individuals know how to work safely and provide appropriate animal care within the limits of the facility. Completion of facility-specific training is required for working unsupervised within the facility, and documentation of this training must be maintained. The PI and research staff must keep abreast of any changes in the facility or operations which will be communicated by the Facility Manager to the users.

4.4 Component D: Laboratory-Based Training

This component consists of training for techniques performed in the lab that are not part of the ACC required courses. This training can only commence once any necessary, prerequisite ACC-required courses have been obtained. Training and evaluation of skills will be provided by the Laboratory-Based Trainer approved by a Certified Trainer or designate and training records maintained.

5.0 TRAINING PROCESS

In all cases outlined below, the Principal Investigator must ensure that individuals performing procedures on animals as described in their Animal Use Protocol have the necessary skills prior to performing those procedures.

There are two methods of acquiring the necessary knowledge and hands-on skills:
- Training courses required by the UBC ACC
- Training provided for lab-specific procedures

5.1 Training Courses Required by the UBC ACC

The required courses depend on the UBC Person's work with animals:

5.1.1   If handling live animals: Take Components A, B (all relevant courses), C, and D (if applicable);

5.1.2   If not handling live animals: Take Components A and C (if accessing a facility).

All required UBC ACC training courses can be found at https://animalcare.ubc.ca/training

5.2 Training provided for lab-specific procedures

5.2.1   Training and evaluation of skills will be provided by the approved Laboratory-Based Trainer;

5.2.2   Documentation of this training must be kept on file by individual Principal Investigators, included on the Animal Use Protocol in section 4.8B, and produced on request by the ACC, University Veterinarian or their designate, or Post Approval Monitoring Team.

5.2.3   Training documentation should consist of a detailed description for each procedure, preferably in the form of a Standard Operating Procedure (SOP). Documentation must list all procedures taught, and be signed and dated by the Lab-Based Trainer, with a statement acknowledging that the Trainee was instructed in and is competent to carry out the procedure(s);

5.2.4   Where applicable, training must incorporate the skills and requirements taught in the ACC required courses;

5.3   Requirements for Visitors: Scientists, Vendors Demonstrating Equipment or Observers Learning a Procedure:

5.3.1   Contact the facility's Clinical Veterinarian (who will copy the ACC) and the animal Facility Manager where the work is to be performed to discuss what is being demonstrated and the skill set of the people involved;

5.3.2   The visitor may be granted full approval to work with animals, or limited to only the procedure being performed or the equipment being demonstrated;

5.3.3   In discussion with the Clinical Veterinarian, Facility Manager and ACC, the following requirements may be stipulated:

5.3.3.1 A certified (Competent or Proficient) lab member be responsible for all animal-based procedures;

5.3.3.2 The designated lab member be present and directly supervise any animal-based procedures for their duration.

6.0   ANIMAL USE PROTOCOL

A researcher should be added to the Animal Use Protocol (AUP) in the personnel section even if they have not yet completed training. This will give them access to read the protocol and, in most cases, allow them to get an initial animal facility orientation. In section 4.8B of the AUP, indicate what procedures the individual will be performing, and that training is in progress. The researcher cannot perform any live animal work until they complete the required training.

AUPs which include researchers who have not yet completed the required training may be given conditional approval so that work by researchers who have completed the training can begin their work.

7.0   REFERENCES

1. CCAC Guidelines on Training of Personnel Working With Animals in Science: https://ccac.ca/Documents/Standards/Guidelines/CCAC_Guidelines_on_Training_of_Personnel_Working_With_Animals_in_Science.pdf

2. CCAC Species-Specific Guidelines: https://www.ccac.ca/en/standards/guidelines/types-of-animals.html

3. UBC ANIMAL CARE COMMITTEE POLICY 008: UBC Institutional Animal User Training Requirements
https://animalcare.ubc.ca/animal-care-committee/sops-policies-and-guidelines/acc-policies

4. UBC ANIMAL CARE COMMITTEE: Guideline on How to Become a Certified Trainer or Training Mentor for Institutional Animal User Training
https://animalcare.ubc.ca/animal-care-committee/sops-policies-and-guidelines/acc-guidelines