

UBC ANIMAL CARE COMMITTEE

Guideline on How to Become a Certified Trainer or Training Mentor for 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 UBC 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 UBC Institutional Animal User Training.

2.0 SCOPE

This guideline applies to all UBC Persons who wish to become Certified Trainers or Training Mentors for animal users who work with animals in Research, Teaching or Breeding within the UBC Animal Care and Use Program (ACUP), which fall 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.

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 student 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 to develop the skill required to consistently perform the procedure in a manner that protects animal welfare and human safety.

4.0 TRAINING PROCESS

- How to become a Certified Trainer
- How to become a Certified Training Mentor

4.1 How to become a Certified Trainer

4.1.1 Contact the UBC training team at acs.training@ubc.ca to request to become a Certified Trainer.

4.1.2 For each course in which you will be a Certified Trainer, you are required to:

4.1.2.1 Attend one or more course sessions so that the ACS training team can assess skill level and the ability to teach. Training sessions may consist of webinars and/or in-person, hands-on training;

4.1.2.2 Sessions will continue until the individual is deemed Proficient at training for the specific skill required.

4.2 How to become a Certified Training Mentor

4.2.1 Contact the UBC training team at acs.training@ubc.ca to request to become a Certified Training Mentor.

- 4.2.2 The Training Team may contact a Facility Manager or Research Laboratory member to enquire whether they would be willing to become a Certified Training Mentor for their Facility or their Laboratory.
- 4.2.3 The Head of Training or designate will determine the level of skill of the prospective training mentor for the given skill(s) and if deemed Proficient, they will be a Certified Training Mentor.
- 4.2.4 The Training Team will email the Mentor regarding each student requiring mentorship and provide the initial training rubrics that describes the aspects of the procedure that need to be refined and practiced while under supervision.
- 4.2.5 The training mentor can indicate whether they are able or willing to mentor any given student at any time during the mentoring process.

5.0 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 UBC Institutional Animal User Training
<https://animalcare.ubc.ca/animal-care-committee/sops-policies-and-guidelines/acc-guidelines>