

UBC ANIMAL CARE COMMITTEE
POLICY 008
UBC Institutional Animal User Training

Date Approved: June 17, 2024

1.0 PURPOSE

This policy describes the UBC Institutional Animal User Training (IAUT) requirements for all UBC Persons involved in animal Research, Teaching or Breeding as outlined by the Canadian Council on Animal Care (CCAC) in the document *CCAC guidelines on: training of personnel working with animals in science*. This policy is accompanied by guidelines that provide additional details.

2.0 SCOPE

This policy 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 UBC's Animal Care Committee (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 a Certified Trainer 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 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 POLICY STATEMENTS

1. All UBC Persons working directly with animals must be adequately trained prior to working with animals, to ensure optimal animal welfare and technical skills that use best practices to achieve high quality research, teaching and breeding.
2. The UBC ACC establishes which animal-based procedures require training, based on the procedures described on the animal use protocol.
3. Training must be completed for each individual prior to any work on live animals. Training records must be documented in the Animal Use Protocol (AUP) submitted to the Animal Care Committee.
4. The Animal Care Committee may withhold full approval of any protocol where lack of certification or skill is a concern.
5. The UBC ACS Head of Training, or designate, provides training and certification for individuals taking the UBC ACC required courses, Certified Trainers, Training Mentors, and Laboratory-

Based Trainers.

5.0 RESPONSIBILITIES

1. Any UBC person who works with animals is responsible for:
 - a. Understanding the ethical issues of using animals in science in Canada and have an understanding of the Three Rs (replacement, reduction and refinement).
 - b. Understanding the principles of animals used in science relevant to their area of work (laboratory, field, or agriculture).
 - c. Obtaining all applicable training required to complete any procedure safely and humanely.
 - d. Keeping current in the skills required for performing the procedures for which they are trained, and keeping up with current best practices.

2. The Principal Investigator is responsible for:
 - a. Ensuring that all UBC Persons named on their protocol(s) are aware of the extent of their responsibilities to work with animals, and are following this policy.
 - b. Ensuring that all UBC Persons named on their protocol(s) are appropriately trained and skilled to safely and humanely perform procedures with the animals in their care.
 - c. Adding lab-specific procedures being taught, along with the success (skill level) of the training and trainee, to the protocol in section 4.8B on RISE.
 - d. Identifying Laboratory-Based Trainers with proficient skills to train students in specific lab procedures and to maintain training records of this in-lab training.

3. The Head of Training or designate is responsible for:
 - a. Researching, creating and regularly updating the training content of the UBC ACC required courses.
 - b. Uploading the content to the online learning platform.
 - c. Updating certification on RISe.
 - d. Providing harmonized instruction to individuals using online and in-person methods.
 - e. Confirming the certification for all Certified Trainers and Certified Training Mentors.

4. The Certified Trainers are responsible for:
 - a. Maintaining training records on approved Animal Use Protocols (AUPs), for all procedures demonstrated and practiced in training sessions (labs and workshops).
 - b. Oversight of Training Program curriculum, documentation, and certification for UBC ACC required courses.
 - c. Facilitating hands-on lab sessions for UBC ACC mandated courses.
 - d. Completing rubrics for each participant and communicating outcomes for UBC ACC required courses.
 - e. Assessing procedural skills of personnel for UBC ACC required courses.
 - f. Determining whether individuals trained at other institutions meet the requirements outlined in this policy, based on the species studied and procedure to be performed.
 - g. Providing consistent training that upholds current best practices.
 - h. Taking part in regular Training Program Update meetings.

5. The Certified Training Mentors are responsible for:
 - a. Providing consistent training that upholds current best practices.
 - b. Recognizing when a student is not adequately completing all the steps for a procedure, and providing constructive guidance.
 - c. Recognizing when a student may be causing an animal pain or distress and guiding them on the appropriate method for the procedure.
 - d. Being present during the time the Trainee is being mentored.
 - e. Communicating with a Certified Trainer when the trainee is ready to be certified.

6. The UBC ACC is responsible for:
 - a. Ensuring that certification or evidence of skill is present for all personnel for the procedures they are listed to perform when reviewing and approving all AUPs.
 - b. Ensuring the training program reflects current knowledge and best practices.
 - c. Determining which procedures require training based on risk assessment of the potential for negative welfare outcomes.

7. Facility Management is responsible for:
 - a. Ensuring animal users and facility staff at their facility have completed the required training applicable to their facilities.

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