

UBC ANIMAL CARE COMMITTEE

POLICY 008

UBC Institutional Animal User Training (IAUT) Requirements

Date Approved: May 7, 2008

Date Revised: January 18, 2013

From CCAC Guide on Institutional Animal user Training (1999):

Guideline: Institutions must strive through their training programs to sustain an institutional culture of respect for animal life.

SCOPE OF THE POLICY

Principal Investigators, graduate students, post-doctoral students, visiting fellows and scientists, tutorial assistants, research technicians and animal care technicians or other Animal Users who use animals in academic endeavors or through their employment at The University of British Columbia or its affiliated institutions are required to follow this policy.

Adequate training is deemed to be training that meets the requirements set by the Canadian Council on Animal Care (CCAC) for an Institutional Animal User Training (IAUT) Program, and which became mandatory for all participants in the CCAC Assessment Program in January, 2003.

All individuals must complete the appropriate components of the UBC IAUT Program. Evidence that an equivalent course has been taken elsewhere may exempt the Animal User from this requirement. All Animal Users are required to update their Core Component training every 5 years.

Training must provide participants with the necessary knowledge base and technical skills to carry out required procedures, and to promote quality science based on appropriate use of animals by skilled individuals. They must also be aware of the ethical dilemmas and spectra of views related to institutional animal use in Canada and the concern for humane care and treatment of experimental animals.

SCOPE OF THE TRAINING PROGRAM

All personnel involved in the care and use of animals for research, teaching and testing must possess:

- an appreciation of the ethical issues surrounding the use of animals for scientific purposes in Canada;
- adequate knowledge of the principles of experimental animal science relevant to their area of work (laboratory, field or agriculture); and,
- the technical skills required to humanely carry out any procedure performed.

It is the ultimate responsibility of the Principle Investigator named on an Animal Care Protocol to ensure that all people named on a protocol and working directly with animals have followed this policy and are adequately trained to appropriately and humanely carry out all procedures on the animals in their care.

The UBC IAUT Program contains components in which all Animal Users must participate as well as components designed for the needs of specific Animal Users. Personnel who do not participate in hands on experimental procedures or enter animal facilities are not required to participate in the practical sections of the training program, they will still be required to participate in Component A.

It is recognized that many Animal Users will be arriving and departing throughout the year, including visitors and students involved in short term projects. While it may not be possible for such individuals to be fully trained within the scope of this policy, they must receive limited training and work under the direct supervision of someone who has received the training. This applies to anyone caring for or using animals

who have not yet completed all the required components of the IAUT program. This also applies to undergraduate students who must be continually directly supervised by someone who has received all necessary training.

Animal Users are encouraged to take any workshops that may benefit their studies with regard to animal care and welfare, in addition to those that are required. The Animal Care Committee may require further training for a person or persons where there are found to be concerns relating to animal care and use.

PROCEDURES

Component A: WEB CT Course

This component consists of text-based information required of all persons working with experimental animals in all disciplines. It is presented in the form of an on-line, self-directed learning course. The first module is required by all. The other modules are species dependent. There is an examination at the end of each group of modules. Grading of the examinations is done automatically (WEB CT) and each individual will be notified immediately of the results. This same information will be sent to, and documented by, the animal care committee.

Component B: Facility Specific Training

This component consists of facility orientation for all facilities where an Animal User may work and is generally administered by the unit managers or their delegates, of each animal facility. This training will ensure that all individuals know how to work safely within a given facility, as well as to know how to provide appropriate animal care within the limits of the facility. Appropriate records of this training must be maintained. The PI and staff must keep abreast of any changes in the facility or operations. Any change in the facility must be communicated by the facility manager to the PI.

Component C: Animal Specific Training

This component consists of practical workshops in more advanced techniques that are in common use by many researchers. It will generally be taught by the training staff of the Animal Care Centre as a service to the research community and will focus on such techniques as surgery, anesthesia and analgesia, and any commonly used techniques required to ensure best practices of animal care and use. Evaluation will be done by the training staff and documentation of this training will be in the form of a certificate. All researchers and staff are required to take all offered courses relevant to their work.

Component D: Laboratory Specific Training

This component consists of the specific training required by individual labs in the specialized techniques required by that laboratory. Investigators, or approved delegates must provide this training for their staff. Evaluation may be done by either the principle investigator or an approved designate, and documentation of this training must be kept on file by individual investigators and produced on request by the University Veterinarian or his/her staff. Documentation of training should consist of a detailed description of the procedures, preferably in the form of a Standard Operating Procedure (SOP), for each procedure as practiced in the laboratory, with a statement signed by the PI and/or trainer, acknowledging that the trainee was instructed in, and is competent to carry out the procedure, and signed by the trainee acknowledging the details of the training received.

DOCUMENTATION

Documentation that the Web CT Course and other required workshops have been successfully completed should appear for each individual on the Animal Care Protocol submitted to the Animal Care Committee. The committee may withhold approval of any protocol where lack of adequate training is a concern.