UNIVERSITY ANIMAL CARE COMMITTEE
QUALITY ASSISTANCE SUBCOMMITTEE
TERMS OF REFERENCE

All research, testing and teaching projects involving live animals at McGill and its Affiliated Hospital Research Institutes must follow guidelines and policies of the institution and the Canadian Council on Animal Care. The Quality Assistance Program (also known as the Post-Approval Monitoring) ensures animal well being, is a resource and assistance to the community and ensures adherence to approved procedures.

1- MEMBERSHIP

The members of the Quality Assistance Subcommittee are to include:

a) the Director of the Animal Compliance Office (Chairperson) ex-officio
b) the Quality Assistant(s) (by any similar title) of the Animal Compliance Office ex-officio
c) all personnel in the Animal Care and Use Program in the Affiliated Hospital Research Institutes mandated to perform post-approval monitoring ex-officio
d) Clinical Veterinarian member of the Veterinary Care Subcommittee
e) A faculty member animal user
f) The Animal care Training Administrator
g) other person(s) invited by the Chair

2- RESPONSIBILITIES

1. To ensure that all laboratories and facilities are visited on a regular basis and assisted in being compliant.
2. To review the program yearly and improve efficiency
3. Educate the animal care community on the value of the Quality Assistance Program
4. To propose new and refined processes within the Animal Care and Use Program to the appropriate Facility Animal Care Committee (FACC) and the University Animal Care Committee (UACC) which would help the community with compliance
5. To ensure that Quality Assistants perform the following:
   a. Observe every research, testing and teaching project under her/his jurisdiction and verify against approved procedures, personnel training, policies and guidelines by contacting the principal investigator or teacher and be present during procedures.
   b. The following is included in the observation, but not limited to:
i. Behavioural, surgical, scanning and any other procedures on the animal
   ii. Anaesthesia, analgesia, euthanasia and other drug administration
   iii. Post-operative care
   iv. Physical state of laboratory, procedure room and facility

c. Share with investigator or teacher findings and make recommendations, verbally and in writing. The Quality Assistant does not have the authority to approve any procedure, amendments or special dispensation even with justification - only the Facility Animal Care Committee has that mandate.

d. Assist by verifying information, sharing recommendations and assisting in the follow up.

e. Investigate in the case of concerns from the community.

f. Keep records and follow up when needed.

g. Consult with clinical veterinarians on a regular basis.

h. Report at least monthly to the appropriate Veterinarian, FACC Chair and the Director of the Animal Compliance Office.

i. Report immediately to the appropriate Veterinarian and FACC Chair any severe non-compliance affecting animal welfare which is not remedied immediately.

j. Bring to the Quality Assistance Subcommittee issues and suggestions.

k. Share resources with the other members of the Quality Assistance Subcommittee

3- REPORTING

1. The Subcommittee will report to the University Animal Care Committee at regular meetings unless in a case of a severe unresolved non-compliance, in which case the appropriate Chair will be immediately informed.

4- MEETINGS AND PROCESS

The Quality Assistance Subcommittee will meet as needed but at least twice a year and shall report to the UACC and make recommendations regarding suggested changes or improvements to the Animal Care program.

The Animal Compliance Office will offer administrative support to the subcommittee to include scheduling of the meetings, keeping minutes and other related needs.

Revised May 2015