

MCGILL UNIVERSITY
Guidelines on McGill and The Neuro (MNI)
FACC Member Orientation and Continuing Education

1. Purpose

Facility Animal Care Committees (FACCs) are established for McGill University and The Neuro to oversee projects involving animals, in accordance with the policies and guidelines of the [Canadian Council on Animal Care \(CCAC\)](#). Each FACC ensures that all animals in research, teaching, and testing activities within its mandate, are used and cared for in accordance with all applicable requirements. Its membership, authority and responsibilities are outlined in its [Terms of Reference](#).

The institution is committed to providing training and continuing education support to the animal care committee members which include researchers, veterinary and animal care staff, animal user instructors, community representatives, quality assistance advisors, graduate student, and compliance staff in staying current in their knowledge of animal ethics, welfare, and good practices.

The purpose of these guidelines is to ensure consistency and continuity among committees and members and provide multiple learning Opportunities. The activities listed here are an integral part of the animal care program's teaching and training program.

2. New Member Training

- 2.1. Meeting with the FACC Chair to give an overview and discuss the committee's functions, roles, and responsibilities.
- 2.2. The following information is provided: CCAC website for guidelines and policies, FACC Terms of Reference, institutional policies and SOPs and other pertinent information about the committee and its activities.
- 2.3. Viewing the presentation on the "FACC Roles and Responsibilities".
- 2.4. An invitation to attend one meeting and confirm if willing to be a member can be offered.
- 2.5. Meeting with the FACC Coordinator to have a tutorial on the use of the protocol management software.

3. Current Member Continuing Education

- 3.1. Recommendation from the higher administration for members to attend the CCAC Workshop.
- 3.2. Monthly presentation related to a CCAC guideline, policy, or document.
- 3.3. Annual refresher presentation of the "[FACC Roles and Responsibilities](#)".
- 3.4. Information is provided on the FACC agenda listing training opportunities which includes current conferences, webinars, workshops, and talks. These are also communicated to members via email.
- 3.5. Repository of publications on "[Ethics with Research and Teaching Animals](#)", tools and articles on the website.

4. Content of Some of the Training Activities

4.1. The new member and yearly “**FACC Roles and Responsibilities**” presentation include the following information:

- 4.1.1. Reporting structure of committees.
- 4.1.2. Overview of facilities, housing, procedure areas and staff competency.
- 4.1.3. Policies, guidelines, and reference sources.
- 4.1.4. Advocating for the ethical and humane use of animals.
- 4.1.5. Assessment visits and reports.
- 4.1.6. The 3Rs.
- 4.1.7. Animal Use Protocol and Standard Operating Procedures review and approval processes.
- 4.1.8. Cumulative endpoints.
- 4.1.9. The authority of the FACC.
- 4.1.10. Its meeting’s activities.
- 4.1.11. Scientific and pedagogical merit.
- 4.1.12. Conflict of interest.
- 4.1.13. FACC consensus and quorum.
- 4.1.14. Animal welfare assessments.
- 4.1.15. Issue resolution.

4.2. Monthly information session on CCAC guidelines:

- 4.2.1. A CCAC guideline, policy, document, or a topic related to CCAC guidelines and animal welfare, is presented and discussed at every FACC meeting.
- 4.2.2. Following the presentation at the meeting, the PowerPoint presentation can be uploaded to the “[Training Opportunities](#)” website to be a reference resource.

4.3. List of available current training opportunities:

- 4.3.1. Animal research and teaching webinars, conferences, workshops, and courses are communicated to FACC members via email and added to the list on the agenda of the FACC meetings.
- 4.3.2. The Training Opportunities section of McGill’s [web site under the “Training Program” section](#)”.

5. Participation

- 5.1. All members must attend or review the “FACC Roles and Responsibilities” presentation.
- 5.2. Members who are absent from a meeting, will receive the presentation of the CCAC guidelines of that month.
- 5.3. Members are strongly recommended to attend the annual CCAC workshop.

The information in these guidelines is a minimum of the training activities offered to committee members, however additional opportunities may be provided.

Approved by the DOW A, DOW B, MAC FACC and The Neuro (MNI) ACC on May 23, 2023