

MCGILL UNIVERSITY
ANIMAL POLICY AND WELFARE OVERSIGHT COMMITTEE
*Policy on the recertification of theory training and guidelines on the
monitoring of proficiency of animal handling and procedures*

It is imperative to ensure that animal users perform technical procedures well and that they are aware of any changes in animal care procedures and issues on a continuing basis. In this regard, the Canadian Council on Animal Care (CCAC) guidelines state that “*Following initial participation in an institutional training program, it is recommended that all personnel attend a refresher course after five years, and that additional modules be attended by individuals as their activities or responsibilities change*”. The present policy describes the mechanisms by which training is recertified after initial training.

1. Theory training:

Recertification occurs every 5 years and consists of reading the latest version of the appropriate theory training course and passing the appropriate test(s).

2. Practical training:

The CCAC does not require recertification after practical training, but rather seeks assurance that users handle animals in appropriate ways at all times. The following four-point mentoring process assures that users are provided help in acquiring and maintaining animal care and handling skills.

2.1 Follow-up after workshops: The follow-up on animal users' proficiency for handling techniques is achieved through the Quality Assistance Program. As part of their role, the Quality Assistance Advisors meet researchers and animal users, to discuss and observe procedures. Following this, the Quality Assistance Advisors make recommendations, when appropriate, about possible deficiencies and ways to seek improvement. To ensure coordination with the Training program, the Quality Assistance Advisors provide feedback on these matters to all applicable recipient(s) which can be but not limited to the Veterinarian, the Training Advisor, the animal facility supervisor and/or the Chair of the Facility Animal Care Committee. This follow-up does not replace workshop follow-up by workshop instructors for individuals who do not perform technical procedures adequately in the practical training workshop.

2.2 Mentoring: Animal Health Technicians (AHTs) check procedures and, in case of sub-optimal or unsuitable animal handling and procedures, help animal users achieve suitable skills. This policy also applies to work with animals performed outside animal facilities. In the latter case, the AHTs will make appointments with lab members and go to the laboratory to monitor the procedures.

Notes:

- Cases of deficiencies in animal care and use, and actions taken to correct the problem, are to be documented by the animal facility staff and reported

to the Chair of the Facility Animal Care Committee and to the McGill Training Advisor.

- This monitoring is distinct from, but complementary to, the Quality Assistance Program, in that it occurs on a day-to-day basis, through the interaction of animal care staff and lab members.

2.3 Advertisement of AHT's role in day-to-day training: The availability of AHTs for advice and ad hoc teaching of procedures will be advertised by signs or memos in facilities.

2.4 Biomethodology videos: Videos for some procedures taught in animal use workshops are shown to animal users.

To ensure continued improvement of available training, veterinarians, AHTs and Quality Assistance Advisors will provide feedback to the APWOC Training and Qualifications Working Group

*UACC approved in June 2009
UACC revised in April 2019
APWOC revised on July 28 2023
APWOC revised September 6, 2023
APWOC approved September 15, 2023*