



Animal Policy & Welfare Oversight Committee QUALITY ASSISTANCE WORKING GROUP 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/Institute and the Canadian Council on Animal Care (CCAC). The Quality Assistance Program (also known as the Post-Approval Monitoring or QA program) aims at helping animal wellbeing, contributing to local and program-wide compliance via policies and guidelines and helping those entrusted with monitoring adherence to approved procedures.

1- MEMBERSHIP

The members of the Quality Assistance Working Group are to include:

1. the Director of the Animal Compliance Office (Chairperson) ex-officio
2. Quality Assistance Representatives from McGill University and affiliated Research Institutes (called Quality Assistance Advisors, QAAs) ex-officio
3. Clinical Veterinarian member of the Veterinary Care Subcommittee
4. A faculty member animal user
5. The Animal Care Training Advisor
6. Student Representative
7. Research Laboratory Technician Representative
8. Animal Facility Animal Health Technician Representative
9. other person(s) invited by the Chair

2- RESPONSIBILITIES

1. To support the Quality Assistance Advisors (QAAs) with their mandate of ensuring that all laboratories and facilities are visited on a regular basis and assisted in being compliant.
2. To review the program and improve efficiency.
3. Educate the animal program community on the value and mandate of the Quality Assistance Program.
4. To propose new and refined processes within the Animal Care Program to the appropriate Facility Animal Care Committee (FACC) and the Animal Policy & Welfare Oversight Committee (APWOC) which would help the community with compliance.
5. To harmonize and standardize the QA program between facilities and laboratories within a site.
6. To share knowledge and help QAAs perform their responsibilities by:
 - a. Bringing to the Quality Assistance Working Group issues and suggestions.
 - b. Sharing resources with the other members of the Quality Assistance Working Group.

- c. Consult and bring suggestions to the Veterinary Committee and Training & Qualifications Working Group.

3- REPORTING

The Working Group will report to the Animal Policy & Welfare Oversight Committee at regular meetings and make recommendations for improvements to the Animal Care Program when needed.

4- MEETINGS AND PROCESS

The Quality Assistance Working Group will meet as needed. The Animal Compliance Office will offer administrative support to the Working Group to include scheduling of the meetings, keeping minutes and other related needs.

Approved by the APWOC (formally known as UACC) on April 20, 2021