



## **TRAINING AND QUALIFICATIONS WORKING GROUP TERMS OF REFERENCE**

This working group is to harmonize training across the McGill Network in a way that users can train and use multiple animal facilities efficiently.

### **1- MEMBERSHIP**

The Chair of the Training and Qualifications Working Group is ex-officio the McGill University Animal Care Training Advisor. Members are appointed by the Training and Qualifications Working Group Chair. Members will include:

- a) Quality Assistant representatives from McGill, MNI, and affiliated RIs.
- b) a Faculty Member with an active animal research program
- c) the Director of the McGill Animal Compliance Office or delegate
- d) Veterinarians
- e) one or more instructor(s) (individuals who are authorized to teach workshops) from McGill, MNI, and affiliated RIs.
- f) a graduate student or postdoctoral fellow working with animals
- g) other person(s) invited by the Chair

### **2- RESPONSIBILITIES**

1. To develop and institute a training program for all research animal users at McGill University and affiliated Research Institutes, which meets or exceeds the requirements of the CCAC's National Institutional Animal User Training program (NIAUT) guidelines.
2. To develop specialized training to be made available as needed by the research community.
3. To provide regular reviews of the training program aimed at updating and improving the program as new techniques or standards in animal procedures and care are made available, always taking into consideration the 3Rs.
4. To establish guidelines for the training of research personnel working with non-rodent/rabbit species, which is not performed by the workshop instructors.

5. To set guidelines for the recognition of animal use training obtained at other institutions.

### **3- MEETINGS AND PROCESS**

The Training and Qualifications Working Group will meet on an “as needed” basis, but at least once per year, and shall report to the APWOC and make recommendations regarding required changes or improvements to the program.

Minutes detailing discussions and decisions of the working group are produced for each meeting.

*Approved by APWOC May 10, 2023.*