TRAINING AND QUALIFICATIONS WORKING GROUP

TERMS OF REFERENCE

All individuals working with research animals at McGill and its affiliated Research Institutes must be adequately trained in the principles of animal care and use and the ethical issues involved in animal research. Practical training in biomethodology techniques is essential for those having direct contact with the animals.

1- MEMBERSHIP

The Chair of the Training and Qualifications Working Group is appointed by the Chair of the APWOC for a three-year (renewable) term. Members are appointed by the Training and Qualifications Working Group Chair and will include:

a) a Chairperson (ex-officio Animal Care Training Advisor)
b) a Quality Assistant representative
c) a Faculty Member
d) the Director of the Animal Compliance Office or delegate
e) a Clinical Veterinarian
f) one or more instructor(s)
g) a graduate student or postdoctoral fellow working with animals
h) 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 its 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 review of the program, updating and improving as new techniques or standards in animal procedures and care are made available.

4. To keep set guidelines for training provided to research personnel working with non-rodent/rabbit species, which is not performed by the workshop instructors.
5. To set guidelines for accepting 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.

Quorum is the Chairperson or delegate, one veterinarian, one instructor and one person from the Animal Compliance Office.

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

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Approved by APWOC Sept 1, 2021