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I. Process for program development and maintenance

The Institutional Animal User Trainers and Designates will:

- 1) develop and/or contribute to the development of appropriate training programs that meet Institutional Animal User training needs, and that align with CCAC guidelines and current veterinary standards of animal care.

II. Process for requesting and assessing training requirements

AUP Holders will:

- 1) add the Animal User Trainee ('Trainee') to their Animal Use Protocol (AUP) and submit to the Animal Care Committee (acc@uwo.ca) via the online system.
- 2) only associate the Trainee with animal procedures they will be involved in.
 - a. In the event that the AUP online system does not permit the addition of new staff, e.g., a previous Modification remains pending approval, submit an Expedited Training request directly to Animal User Trainers (training@uwo.ca) or proceed to this link: <https://forms.office.com/r/vH87a1bskE>

All Facility Supervisors including Animal Care / Veterinary Services / Veterinarians will:

- 3) submit a request for training of new Animal Care / Veterinary Services staff to Animal User Trainers (training@uwo.ca) or fill out the following form: <https://forms.office.com/r/uHiTbgjE8H>.

Trainers will:

- 4) assess the training requirements of all personnel associated with Western's Research Community that have been added to the Personnel Training Requirements section within Animal Use Protocol



- (AUP) and/or Modification forms and/or those associated with Animal Facilities / Husbandry as employees of the University and its affiliates;
- 5) assess previous training history for each trainee, and determine missing training elements; and gather information and process previous certifications as required; and
 - 6) communicate training requirements and associated training processes and scheduling to Animal User/new staff and their supervisors, e.g. AUP Holder / Supervisor.

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III. Process for Training of Animal Users

Trainers will:

- 1) register and provide access for Trainees to required training program resources, e.g. OWL online courses, and notify Trainee via emailed Registration Letter.

Trainees will:

- 2) complete online didactic training in OWL;
- 3) sign up for required hands-on training in OWL and utilize waitlist feature; and
- 4) participate in hands-on training.
- 5) Complete hands-on training in proximity to the time when the skills are required. Ideally training of core skills will be completed with the IAUTP team before laboratory-specific training is undertaken (see below for provisions should IAUTP training of core skills not be available in a timely manner and for the procedures to be taken to acquire and document laboratory skill competencies).

IAUTP Trainers will:

- 6) confirm completion of online didactic training, including pre-requisites to hands-on training;
- 7) demonstrate skills during hands-on training sessions;
- 8) formally assess Trainee's workshop proficiency via IAUTP approved Trainee Evaluation Rubrics;
- 9) provide written evaluations, to trainee and stakeholders as applicable;
- 10) where concerns regarding Animal User proficiency arise, as indicated by training rubric, further training will be required before the specific training technique can be utilized/practiced outside of the training laboratory, as determined by an IAUTP trainer, or designate.
- 11) maintain training records (IAUTP and laboratory-acquired) for all Trainees using a centralized training database. See *Training Program Flow Chart*, App 1.

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IV. Process for Training Exemptions / Competency Assessments

Training Exemption Requests

Training exemptions from Institutional Animal User Training requirements may be considered if written documentation illustrating equivalent training obtained elsewhere is provided to the ACC Training Exemption Working Group, which has final authority for the granting of training exemptions.

The exemption process must be followed by all personnel, including animal health professionals e.g. RVTs, AHTs, specialist parties, e.g., human surgeons, medical doctors. Trainees requesting a training



exemption must also complete Western's *Animal Ethics and Regulations* online course. Trainees granted exemption or performing competency assessment must read and complete Western's online didactic training lessons and quizzes that pertain to their individual training requirements before exemption or competency can be granted.

Trainees requesting a training exemption will:

- 1) electronically submit a *Training Exemption Form* (Appendix 2) with accompanying documentation outlining previous training history to training@uwo.ca;
- 2) complete Western's Animal Ethics and Regulations online OWL course; and
- 3) complete Western's online OWL lessons and quizzes as listed in the trainee's Registration Letter.

Trainers will:

- 4) initiate a *Master Exemption Report* for the Trainee requesting exemption; and
- 5) review and forward all related documents, including their recommendation, to the ACC Training Exemption Working Group requesting consideration of the exemption request.

The ACC Training Exemption Working Group will:

- 6) review all provided material, determine the exemption request outcome, and email the Trainee, PI and IAUTP team outlining its decision, either:
 - o exemption granted, or
 - o competency assessment required, or
 - o institutional training session required.

Trainers will:

- 7) update Trainee records in the central database if the Exemption is granted or if Competency Assessment is complete.

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V. Procedures for Receiving Training within the Laboratory or Facility Overseen by Lab/Facility Trainer Designates

For specialized procedures not within the scope of IAUTP training, or if IAUTP Core Skills training cannot be arranged in a timely manner (*within six weeks of the request for training*), the following procedure can be undertaken to provide lab-/facility-centered hands-on training.

Recognizing that there are many advantages to formal IAUTP training, any research lab-based training of core skills will not exempt a trainee from undergoing formal core skills IAUTP training but will allow them to animal work within the lab/facility while waiting for IAUTP training.

Procedure for Requesting Certification of a Lab- or Facility-Based Trainer Designate

AUP Holder / Facility Supervisor will:

- 1) Via form submission (see 1.b.) inform the ACC's Executive and IAUTP Team of their request to have a competent, skilled lab member certified as a Trainer Designate.
 - o Submit the *Request for Lab-/Facility-Based Trainer Designate Certification* form requesting that they themselves or a lab / facility member(s) be recognized as competent to train the



trainee to perform the animal-based skills outlined in the associated AUP(s).

The ACC Executive in consultation with the IAUTP team will:

- 2) Review the request for Lab-/Facility-Based Trainer Designate Certification form.
- 3) Collaboratively determine the approval conditions/parameters.
- 4) Relay approval conditions/parameters to the AUP Holder and the IAUTP team (via auto-email generated by form submission).
- 5) The IAUTP Team will maintain a list of approved Lab-/Facility-Based Trainer Designates (auto upload to central repository arising from form submission & approval responses) and make the list readily available to the ACC and to AUP reviewers.

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Procedure for Requesting & Undertaking Core Skills Training in Advance of Formal IAUTP Hands-On Training

AUP Holders / Facility Supervisors will:

- 1) request approval to proceed with lab/facility-based hands-on training involving a certified IAUTP-approved Lab/Facility Trainer Designate (see previous 'Procedures').
 - Submit the *Request for Laboratory or Facility-Based Core Skills Training Form*.

ACC Executive in consultation with the IAUTP Team will:

- 2) review the Request for Laboratory or Facility-Based Core Skills Training Form;
- 3) inform the PI, Trainer Designate and trainee of the approval conditions via reply to the email request and provide the associated competency checklist(s) for the skill(s) being taught; and
- 4) IAUTP Team will register the Trainee for online courses – Animal Ethics & Regulations and applicable Core Skills (as needed).

The Trainee will:

- 5) before lab-/facility-based training takes place, successfully complete Western's Animal Ethics and Regulations online course as well as related online Core Skills-based courses (80%); and
- 6) share certificates with the IAUTP team and the Lab- or Facility-Based Trainer Designate.

The AUP Holder/Facility Supervisor &/or Trainer Designate will:

- 7) before lab-/facility-based training takes place, ensure the trainee has successfully completed:
- 8) Western's Animal Ethics and Regulations online course as well as related online Core Skills-based courses (80%);
 - A [Hazard Communication Form](#) (Western) or Lawson equivalent;
 - Institutional biosafety training and other required institutional training; and
 - Facility-specific orientation training and access approval, as applicable.



The AUP Holder/Facility Supervisor &/or Trainer Designate will:

- 9) Provide direct hands-on training to the trainee on the core skills being taught;
 - The trainee will not be allowed to perform any core skills without direct supervision until successful completing a competency assessment by the AUP holder and the trainer designate.
- 10) Along with the AUP Holder/Supervisor, assess the trainee's competencies through direct observation of procedures following completion of lab- or facility-based training.
 - If the AUP Holder/Direct Supervisor is unable to observe the competency assessment, they must sign off on lab members listed on their AUP(s) / direct reports before the Trainer Designate submits the related form.

The AUP Holder/Facility Supervisor and Trainer Designate will:

- 11) complete and submit the Lab-/Facility-Based Competency Assessment Checklist to the IAUTP Team and ACC Executive detailing the trainee's specific hands-on procedure-specific competency levels;
- 12) ensure that the trainee undergoes related formal IAUTP hands-on workshop training at the earliest timeframe(s) available; and
- 13) ensure that the trainee has been added to the applicable AUP(s) with accurate procedural associations.

IAUTP Team will:

- 14) Maintain Lab-/Facility-Based Competency Assessment Checklist data in a readily available format for reference by the ACC and AUP reviewers (via centralized Excel repository connected to the web form).
- 15) Periodically audit trainee training information to ensure that IAUTP Core Skills formal hands-on training has been completed.
- 16) Provide audited information annually to the ACC Executive, or upon request.

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Procedure for Undertaking Specialized Lab- or Facility-Based Training Not Offered through IAUTP

The AUP Holder/Facility Supervisor & or Lab-/Facility-Based Trainer Designate will:

- 1) before lab-/facility-based training takes place, ensure the trainee has successfully completed:
 - Western's Animal Ethics and Regulations online course as well as related online Core Skills-based courses (80%);
 - A [Hazard Communication Form](#) (Western); or Lawson equivalent;
 - Institutional biosafety training and other required institutional training; and
 - facility-specific orientation training and access approval, as applicable.



Lab- or Facility-Based Trainer Designate will:

- 2) provide direct hands-on training to the trainee on the skills being taught;
 - The trainee will not be allowed to perform any of the trained procedures without direct supervision until successfully completing a competency assessment by the AUP holder and the trainer designate.
- 3) provide the trainee with direct supervision and hands-on specialized skills training to perform specialized procedure(s) and associated animal monitoring, per the approved AUP / policies / SOPs.

The AUP Holder/Facility Supervisor and Trainer Designate will:

- 4) generate a competency assessment checklist for the procedure being trained;
- 5) following completion of lab- or facility-based specialized training, assess the trainee's competencies through direct observation of procedures;
 - If the AUP Holder/direct Supervisor is unable to observe the competency assessment, they must sign off on lab members listed on their AUP(s) / direct reports before the Trainer Designate submits the related form.
- 6) complete and submit the Lab-/Facility-Based Competency Assessment Checklist to the IAUTP Team and ACC Executive detailing the trainee's specific hands-on specialized procedure-specific competency levels; and
- 7) ensure that the trainee has been added to the applicable AUP(s) with accurate procedural associations.

IAUTP Team will:

- 8) maintain Lab-/Facility-Based Competency Assessment Checklist data in a readily available format for reference by the ACC's Executive (via centralized Excel repository connected to the web form);
- 9) periodically audit trainee training information to ensure that specialized skills are accurately associated with the trainee in the associated AUP; and
- 10) provide audited information annually to the Executive, or upon request.

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VI. Procedure for Competency Assessments and Competency Concerns

AUP Holders may request a competency assessment for their research staff in lieu of hands-on training completion. Competency assessments are available only to individuals with extensive and demonstrated experience in animal care and use. In lieu of instruction, participants will be asked to demonstrate skills as outlined within their Animal Use Protocols. Animal User Trainers or an ACC Executive may request support from Trainer Designates outside the IAUTP team with recognized expertise to assist in evaluating the Animal User's competency.



Post-Training or Competency Concerns

After Trainee’s core skills training elements have been completed, where concerns regarding Animal User proficiency or competency arise, as indicated by any vested party, further individual training will be required before animal work may resume, as determined by an Institutional Veterinarian or ACC Executive.

- 1) The ACC may revoke a Certificate of Competence if evidence indicates that the individual has not demonstrated competence in a defined animal procedure. As directed by the ACC, the individual will be required to undertake related training before undertaking hands-on animal work.

AUP Holders and/or Animal Care / Veterinary Services Supervisors will:

- 2) request a competency assessment of the Trainee via training@uwo.ca.

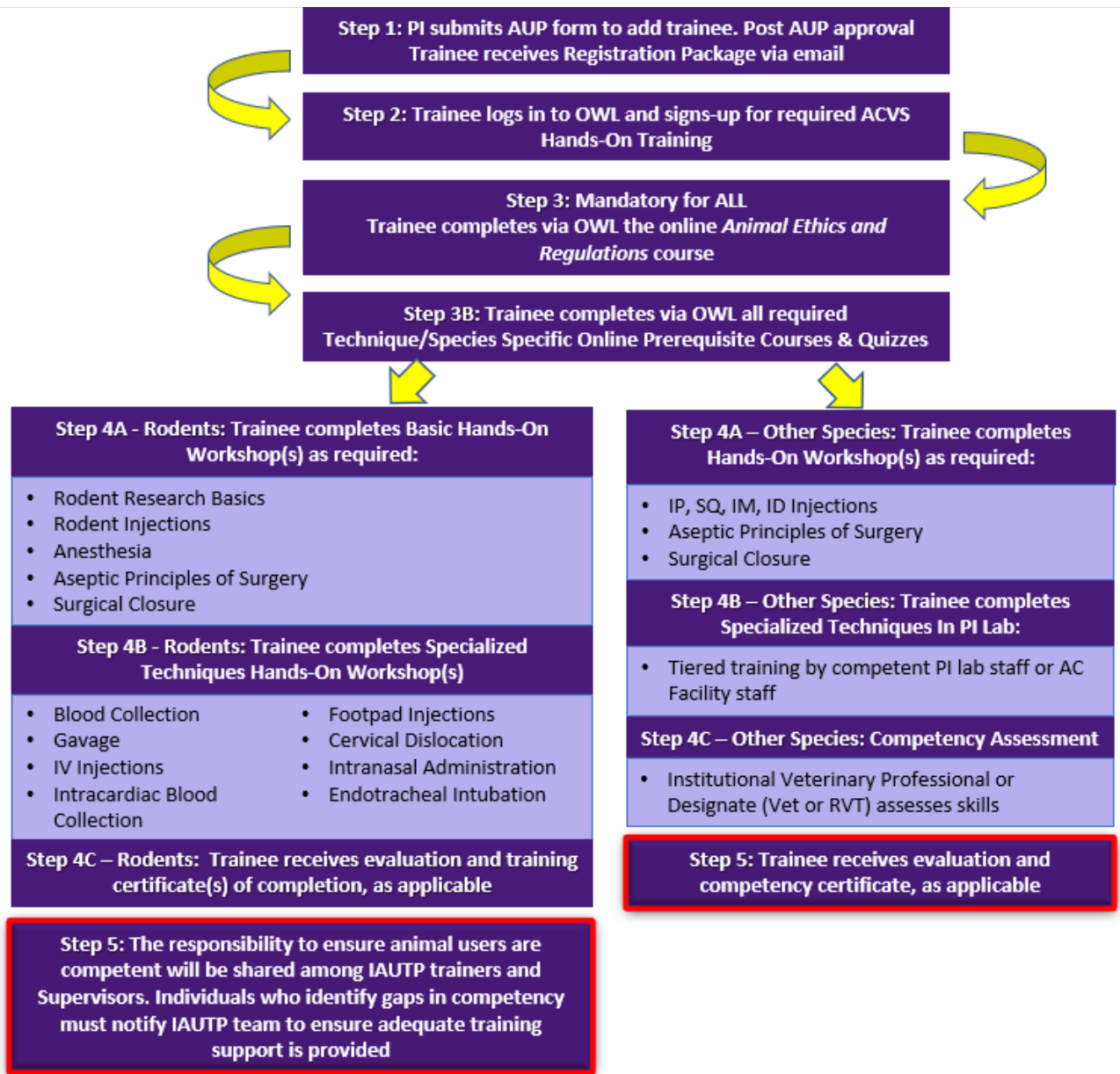
Trainers or Designates will:

- 3) arrange and undertake an in-person assessment of the Trainee’s skills;
- 4) following confirmation of demonstrated competence, provide the Trainee with a Certificate of Competence; and
- 5) if the Trainee requires further skills development, facilitate their training through the regular process, and notify applicable stakeholders.

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VII. Revision History

Version	Approval Date <i>dd-mm-yyyy</i>	Description of Changes	Author(s)
00	10-11-2020	MAPP 7.10 replacement of operational elements	LT
01	12-09-2024	Add new section pertaining to Trainer Designate	AB, LT



Please complete this form if you are seeking **exemption from** completing Institutional Animal User Training specific to your accountabilities, as outlined within the associated Animal Use Protocol and/or your position description.

Form Completion

Please complete and submit this form along with past training information to ACVS Institutional Animal User Training (training@uwo.ca) using the following email subject line: *Training Exemption Request*. Your request will be sent to the ACC Training Exemption Working Group for consideration. Following approval determination, a confirmation email will be sent from the ACC (acc@uwo.ca)

Any questions? Please follow up with training@uwo.ca directly. Phone: Rats and/or Mice x86770/84467, other species x80277

Date: Click or tap to enter a date.

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Principal Investigator: Click or tap here to enter text.

Animal Use Protocol Number(s): Click or tap here to enter text.

Have you completed the *Animal Ethics and Regulations Course* online lecture? Yes No

Please list the online and/or hands on training workshops you are seeking exemption from:

Workshop Name	Reason for Exemption Request

Have you provided ACVS Institutional Animal User Training with past training certificates and workshop descriptions? Yes No

Please provide any other information that would be applicable to this request: Click or tap here to enter text.

Have you provided ACVS Institutional Animal User Training with past training certificates and workshop descriptions: Yes No

Please provide any other information that would be applicable to this request: [Click or tap here to enter text.](#)

Please complete and submit this form along with past training information to ACVS Institutional Animal User Training: Phone x80277; Email training@uwo.ca Use the Subject Line: Training Exemption Request.

The request will be sent to the ACC Training Working Group for consideration. A confirmation email will be sent from auschair@uwo.ca following approval determination by the ACC.

Any questions? Please follow up with training@uwo.ca directly.