![Saint Mary's University logo]

Name:	**Policy on Animal Care and Ethics Training for Animal Care Committee Members at Saint Mary's University**
Approving Authority:	Vice President Academic and Research
Approved:	23-OCT-2021
Responsible Office:	Faculty of Graduate Studies and Research, Animal Care Committee
Responsibility:	Associate Vice President Research
Revision Date(s):	3-NOV-2023
Supersedes:	NA
Next Required Review:	2024

1. **Preamble**

   1.1   As a certified institution of the Canadian Council on Animal Care (CCAC), Saint Mary's University (SMU) is required to have a program for training new members of the SMU Animal Care Committee (ACC) and ongoing training for all members of the ACC, as outlined in the CCAC Policy: Terms of Reference for Animal Care Committees.

   1.2   The Policy on Animal Care and Ethics Training for Animal Care Committee Members is ultimately the responsibility of the Vice President Academic and Research (VPAR). The VPAR has designated day-to-day responsibility for the policy and associated training program to the Associate Vice President Research (AVPR). The AVPR has authorized the SMU ACC, and, in particular the ACC Chair and ACC Coordinator, to manage the training program, to review it annually, and make recommendations on any changes to the AVPR.

2. **Purpose**

   2.1   The purpose of this policy is to describe the required training program for all SMU ACC members.

3. **Jurisdiction/Scope**

   3.1   This policy applies to all members of the SMU ACC.

4. **Definitions**

ANIMAL CARE COMMITTEE (ACC)   The local representative of the CCAC responsible for ensuring that all animals used in teaching, research or testing at SMU are treated ethically and in accordance with the Canadian Council on Animal Care's (CCAC) policies and guidelines.

5. **Policy**

    5.1   New members of the ACC must receive training in four areas:
    - CCAC's Core Stream on Ethics in Animal Experimentation
    - CCAC's Core Stream on Occupational Health and Safety
    - CCAC's Core Stream on the Three Rs (Replacement, Reduction, and Refinement) of Humane Animal Experimentation
    - SMU ACC policies and procedures (as detailed on the SMU ACC website, plus the normal working of ACC meetings)

    5.2   Ongoing training of ACC members is required and consists of two components:
    - There will be a standing agenda item at every second ACC Meeting for a short (e.g. 15 minutes) training session by the ACC Coordinator on some aspects of CCAC and SMU ACC Policy and Procedures.
    - Members will be encouraged to participate in CCAC National Workshops. The cost of their attendance will be covered by the University.

6. **Related Policies, Procedures & Documents**

    6.1   The procedure for the Training Program is as follows:

    a) Prior to their first ACC Meeting, new members will study the documents associated with the four areas outlined in section 5.1.

    b) The ACC Chair and/or ACC Coordinator will meet with the new member to review the documents, highlight topics most relevant to the SMU ACC, and answer any questions from the new members. There is no formal exam for this training.

    c) All members of the ACC will then participate in ongoing training as outlined in section 5.2.

    d) The ACC Coordinator will keep a record of initial and ongoing training activities for each ACC member.

Related Policies:

CCAC Policy: Terms of Reference for Animal Care Committees