

Training and Assessment of Competency Policy

Intent

In order to achieve high standards of animal care and welfare, compliance and research outcomes those working with animals must be competent, skilled and knowledgeable in the activities they undertake. In order to achieve this knowledge and competent they must be provided with the appropriate training, supervision and ongoing professional development.

The *Australian Code for the Care and Use of Animals for Scientific Purposes* highlights the responsibilities of individual researchers, who must have an appreciation of the ethical and technical issues involved with their use of animals. Researchers must use the best available scientific techniques and be competent in the procedures they perform; the Animal Ethics Committee must be satisfied that those involved in each project have the qualifications and experience appropriate to the species being used and the procedures to be performed.

This policy outlines the requirements for training and assessment of competence for those staff working with animals.

Scope

[This section refers to whom the policy applies (e.g. staff, students, visitors, contractors).

In some cases it may also be necessary to explain what the policy applies to – for example if a policy applies to the use of certain electronic devices but not others, this must be clarified; or if the policy applies to certain students admitted to a particular course and not all students, this must be clarified.

Provide a statement explaining any stakeholders to whom this policy does not apply]

Definitions

AEC means Animal Ethics Committee

Policy

1. Training and Assessment of Competency

- 1.1. All staff involved with the use of animals must be trained in their roles and assessed as competent or be working under the direct supervision of someone competent.
- 1.2. Details of qualifications, experience and competence must be outlined in the AEC applications.
- 1.3. Staff who cannot prove their competency or do not supply a supervision and training plan, will not receive AEC approval to work with animals.
- 1.4. All AEC members must be inducted and trained in their roles on the AEC, given access to resources and opportunities for further training and professional development in their roles.
- 1.5. All training will involve an assessment of competence at its conclusion.
- 1.6. Records of training and certification of competence must be kept for all staff involved in the use of animals and these must be readily available to the AEC or its officers.

2. The following training will be provided by JCU:

- 2.1. Animal Ethics Committee Member Training – for AEC members and the Chair
- 2.2. Animal Ethics Monitor Training – form designated Animal Ethics Monitors

- 2.3. Animal Ethics and Compliance Training – for all staff using animals for scientific purposes
- 2.4. Facility Inductions and Orientation – for investigators and animal care staff working in animal facilities
- 2.5. Procedural Training and Competence Assessment – procedure based training and competence in procedures specific to the project and particular species involved.

Related policy instruments

Training and Assessment of Competency Procedures

Schedules/Appendices

None

Related documents and legislation

Australian Code for the Care and Use of Animals for Scientific Purposes

Animal Care and Protection Act

Animal Care and Protection Regulations

Administration

Approval Details

Policy Sponsor	Animal Welfare Officer
Approval Authority	AEC
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Revision History

Version	Approval date	Implementation date	Details	Author
1.0	04/11/2016	04/11/2016	Policy established	Craig Godfrey Animal Welfare Officer

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