

Document Name	<b>Policy on Animal Care and Ethics Training for Animal Care Committee Members</b>
Document Number	ACC.POL.011
Origin	Research Office   Committee on Animal Use and Welfare (CAUW)
Authority	Vice-President Academic and Provost
Effective Date	March 2025
Review/Retirement Date	2028
Responsibility for Revision	Research Ethics and Compliance Officer
Responsibility for Implementation	Associate Vice-President Research

## 1) Background

As a certified institution of the [Canadian Council on Animal Care](#) (CCAC), Mount Saint Vincent University (MSVU) is required to have a program for training new members of the Animal Care Committee as well as ongoing training for all members of the Committee.

The Policy on Animal Care and Ethics Training for Animal Care Committee Members is ultimately the responsibility of the Vice-President Academic and Provost (VPAP) and has been adopted from Saint Mary's University (SMU) to ensure consistency.

The VPAP has designated day-to-day responsibility for the Policy and the training program to the Associate Vice-President, Research (AVPR). The AVPR has authorized the SMU Animal Care Committee, and, in particular, the Chair of the Committee and the Animal Care Coordinator, to manage the training program, to review it annually, and make recommendations on any changes to the AVPR.

## 2) 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 CCAC policies and guidelines.

## 3) Purpose

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

## 4) Scope

This policy applies to all members of the SMU ACC.

## 5) Policy

### a) Training of New ACC Members

New members of the ACC will receive training in four areas:

- a. CCAC's Core Stream on Ethics in Animal Experimentation
- b. CCAC's Core Stream on Occupational Health and Safety
- c. CCAC's Core Stream on the Three Rs (Replacement, Reduction and Refinement) of Humane Animal Experimentation
- d. MSVU ACC policy and procedures (as detailed on the MSVU website - [Animal Care - Mount Saint Vincent University \(msvu.ca\)](https://www.msvu.ca/animal-care)), plus the normal workings of ACC Meetings).

Prior to their first ACC Meeting, new members will study the documents associated with the four areas above. Then the Chair and/or ACC Coordinator will meet with the new member to review the documents, highlight topics most relevant to the MSVU ACC, and answer any questions from the new members. There is no formal exam for this training.

### b) Ongoing Training of ACC members

Ongoing training of ACC Members consists of two components:

- a. There will be a standing agenda item at every second ACC Meeting for a short (e.g., 15 min) training session by the ACC Coordinator on some aspects of CCAC and ACC Policy and Procedures.

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- b. Members will be encouraged to participate in CCAC training and workshops. The cost of their attendance will be covered by the University to the extent that funds are available.

The ACC Coordinator shall maintain a record of the ongoing training activities for each ACC Member and will send copies to the MSVU Research Ethics and Compliance Officer for MSVU-affiliated members.

MSVU will collaborate with SMU ACC to seek out and to provide training opportunities with regards to research with fish and other relevant animal research-related topics for all members of the ACC. Where costs may be incurred, the ACC Coordinator will liaise with the MSVU Research Ethics and Compliance Officer to determine what funding may be available to offset costs.

**c) Training Procedures**

- i) Prior to their first ACC Meeting, new members will study the documents associated with the four areas above IN 5d.
- ii) The ACC Chair and/or ACC Coordinator will meet with the new member to review the documents, highlight topics most relevant to the MSVU ACC, and answer any questions from the new members. There is no formal exam for this training.
- iii) All members of the ACC will then participate in ongoing training as outlined in section 5b.
- iv) The ACC Coordinator will keep a record of initial and ongoing training activities for each ACC member.

**2) References**

The following documents have been used extensively in the formulation of this policy.

- Saint Mary’s University *Policy on Animal Care and Ethics Training for Animal Care Committee Members* - (Retrieved October 2023)

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## 6) Document Modification History

Policy Number	Key Changes	Effective Date
ACC.POL.011	Administrative Review; Formatting for accessibility; updated hyperlinks	March 2025
ACC.POL.011	Updates to section 5.b. regarding collaborative training opportunities	February 2025
ACC.POL.011	Review for content; minor revisions; update to hyperlinks; formatting for accessibility	October 2023
ACC.POL.011	Original Version	October 2021