

UWS ANIMAL CARE AND ETHICS COMMITTEE

Technical Competence - Guidelines

The Australian code for the care and use of animals for scientific purposes (8th Edition) requires that the Animal Care and Ethics Committee must be satisfied that the investigators can competently perform the procedures to be undertaken in this project.

Section 1: Document version and project title

Project Title: Enter Project Title
ACEC Reference: Enter ARA number when known
Investigators: Enter names of all investigators and student investigators

Section 2: Procedures

List the procedures that will be performed on animals in this project. These may include but not limited to procedures involving animals (laboratory and non-laboratory) such as: -

- Animal handling (species specific)
- Minor conscious procedure
- Surgery (minor and major with recovery)
- Anaesthesia
- Euthanasia
- Trapping and tagging/banding of wildlife
- Collection of blood or other tissue samples

Detailed descriptions of these procedures must be provided in Section C, or reference to an ACEC approved SOP must be given.

It is expected that the list of procedures will correspond to procedures in Section C, Refinement Question 6. - Sequence of Events.

Section 3: Experience and competency with listed procedures

Please fill in a separate row for each procedure that an investigator will be performing.

3.1 Name

Enter the full name of the investigator. Note that Investigators must be listed in Section A, Administration, of the application.

3.2 Procedure to be performed by this investigator

State the procedure that will be performed by each Investigator or Student investigator.

Note that if a procedure is performed on multiple species, each procedure/species combination must be listed separately.

Use a separate row for each procedure/species.

Animal handling (species-specific) should be included as a separate procedure, even if it is an integral component of other procedures and therefore not listed elsewhere in the application as a procedure.

3.3 Level of experience or proposed training with stated procedure and species

State the level of experience with the procedure and provide an estimate of the number of times that the investigator has performed the procedure in the last 5 years.

If a lack of experience performing the procedure may expose the animal(s) to an unnecessary risk of harm, this must be addressed.

Describe how training will be provided, including who will provide this training.

The person providing training must be listed on the application as an Investigator. The exceptions to this are if general husbandry or routine euthanasia are involved, in which case animal facility staff may provide training.

3.4 Does the Chief Investigator (CI) certify that this investigator can competently perform the procedure?

Enter Yes or No, as appropriate.

Enter date that assessment was made. If the CI considers that the investigator is competent with the procedure from the outset of the project enter the date of submission of the application.

It is acknowledged that in some circumstances the CI will have little or no experience with a particular procedure, but another of the investigators will. In a circumstance such as this, the CI will take advice from the investigator with the expertise, but it remains the responsibility of the CI to certify competence.

Updating forms

This appendix must be updated once the Chief Investigator has assessed that an investigator is now competent in a procedure. Do not remove the previous description of experience, but rather use strikethrough format (~~strikethrough format~~) to indicate that the previous description is no longer valid. State the date that training was provided and the trainer.

The ACEC may request to see the updated form at any time, and it must be submitted with the yearly progress report or final report. Investigators utilising School of Medicine Facilities must forward updated forms to the School of Medicine Animal Facility Coordinator.