Agenda

+ Introduction
+ Training programme
+ AWERB Process
+ Areas of concern
Envigo consists of CRS and RMS

**Contract Research Services**
- 3 sites Huntingdon, Eye and Shardlow

Primary focus on safety assessment of new pharmaceuticals, crop protection and other chemicals

Studies performed on a full range of species

Some efficacy work carried out

Large number of PPL’s and PIL’s
Introduction RMS

+ RMS (Research Models and Services) breeding and supply to establishments plus Contract breeding
  + 3 Sites in the UK (Blackthorn, Hillcrest, Wyton)
+ Species (Mice, Rats, Hamsters, Rabbits, Guinea pigs, Dogs)
+ 6 Project licences and 47 PIL holders
+ Main focus on Animal Technician training
CRS and RMS Partnership

+ Placement on opposite steering committees
  + Training opportunities and development

+ RMS surgery team in CRS establishment
  + Allows Training And alignment with the CRS Veterinary team

+ Technician Training
  + Soft skills Training
  + Leadership Training
  + IAT Training
Training Program – Onboarding

- Induction (3 Days)
  - Education on Lab Animal Sciences, Quality, Safety, Biosecurity

- Facility Orientation (2 Days)
  - Practical training on LAS, Animal Husbandry, Facility Orientation

- On Job Training with Peer Trainer (WI delivery/Verification)
  - Practical training, coaching and shadowing.

- Final Assessment of Competency (in development)
## Training Program – OnBoarding Schedule

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendees</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
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<tr>
<td>Ground Rules and Pre-training assessment</td>
<td>Biosecurity Orientation Concentration game, PPE wearing, and Glo-Germ</td>
<td>Facility Tour Walkthrough of facility/Handling, Gender ID in Facility</td>
<td>Facility Orientation</td>
<td>Facility Orientation</td>
<td>Facility Orientation</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Basic Biology/gender ID Species-specific worksheets</td>
<td>Water Valve Maintenance Simulation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T.E.A.M. Video discussion and teambuilding activities</td>
<td>Training Program Review of Training Record template</td>
<td>Cost of Caring Storytelling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who is our Customer/ Life of and Order Video discussion</td>
<td>A Day in the Life Video/testimonials</td>
<td>Close-Out Discussion and Post-training assessment</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>HEART Ethics mock debate and 3R's activity</td>
<td>Clinical Signs, Health Checks and Humane Endpoints Flashcard Activity</td>
<td>Release to Peer Trainer/facility</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes:
- **Day 1**:
  - Ground Rules and Pre-training assessment
  - Biosecurity Orientation
  - Concentration game, PPE wearing, and Glo-Germ

- **Day 2**:
  - Facility Tour
  - Walkthrough of facility/Handling, Gender ID in Facility

- **Day 3**:
  - T.E.A.M. Video discussion and teambuilding activities
  - Training Program Review of Training Record template

- **Day 4**:
  - Cost of Caring Storytelling

- **Day 5**:
  - Facility Orientation

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**Course Name Explanations**:
- **Ground Rules and Pre-training assessment**: Includes concentration game, PPE wearing, and Glo-Germ.
- **T.E.A.M.**: Team, Empowerment, Alignment, Motivation.
- **General Safety/ LAA**: Includes accuracy and M&M games.
- **Who is our Customer/ Life of and Order Video discussion**: Includes A Day in the Life Video/testimonials.
- **HEART Ethics mock debate and 3R's activity**: Includes clinical signs, health checks, humane endpoints, and flashcard activity.
1. PURPOSE
To maintain the integrity of animal accommodation in relation to health status.

2. SCOPE
To instruct all personnel and visitors on entry procedures.

3. SAFETY
Due to exposure to loud noise ear protection must be worn in all animal units. Wet floors may present a slip hazard. Protective clothing is provided to reduce the risk of exposure to animal dander, hazardous and infectious agents.

4. INSTRUCTIONS
4.1 Visitors – General
4.1.1 In order to minimise the risk of cross infection, access to the dog units is restricted.
4.1.2 All visitors shall read the Visitor Guidelines document H540-QREC-PRD-202, sign and abide by the terms of the Envigo Visitor Certification forms HARA-QREC-PRD-163, Envigo Visitor Certificate before entry into the dog units.
4.1.3 Mobile phones shall be surrendered at reception and held in secure lockers until time of departure.

4.2 Visitors Entry into Dog units
4.2.1 All visitors must be accompanied throughout their visit, overalls and ear protection will be provided and must be worn before entering animal units. Visitors will be advised of the bio-security procedures in place for each unit, by their escort.

Staff Entry into Dog units
4.2.2 Staff are to log in at one of the three hand scanners on site located in Building 8, Building 2 and Building 45.
4.2.3 All dog unit staff will enter the buildings and proceed directly to the changing rooms to put on work uniform, ear defenders and anti slip footwear. Hands must be washed and sanitised before entering the animal units.
4.2.4 All personal belongings including mobile phones are to be secured in personal lockers provided in the changing area.

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### Training Curriculum - new employee on boarding

**Name**: Charlotte Sutton  
**Location**: Wyton

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Training completed</th>
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<tbody>
<tr>
<td>1.4 Ground rules and pre assessment</td>
<td>AW 12.11.2015</td>
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<tr>
<td>Human Resources</td>
<td>AW 12.11.2015</td>
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<tr>
<td>Biosecurity awareness</td>
<td>AW 12.11.2015</td>
</tr>
<tr>
<td>General Safety, LAA &amp; Zoonoses</td>
<td>AW 12.11.2015</td>
</tr>
<tr>
<td>Heart</td>
<td>AW 12.11.2015</td>
</tr>
<tr>
<td>1.5 Uniform and shoe collection</td>
<td>RR 13.11.2105</td>
</tr>
<tr>
<td>Assign locker</td>
<td>RR 13.11.2105</td>
</tr>
<tr>
<td>Facility safety talk and orientation</td>
<td>RR 13.11.2105</td>
</tr>
<tr>
<td>Orientation to work space and team</td>
<td>RR 13.11.2105</td>
</tr>
<tr>
<td>Cleaning demonstration</td>
<td>RR 13.11.2105</td>
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<tr>
<td>HUK-WORK-PRD-101 Access to the dog unit</td>
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### Training Curriculum

#### Week 2
- HUK-WORK-PRD-102 Food, bedding onsumables
- HUK-WORK-PRD-104 Animal Husbandry
- HUK-WORK-PRD-103 Handling of dogs
- HUK-WORK-PRD-115 Waste disposal

<table>
<thead>
<tr>
<th>Training commence</th>
<th>Training Verified</th>
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#### Week 3
- HUK-WORK-PRD-106 Dog socialisation
- HUK-WORK-PRD-114 Identification and traceability of dogs
- HUK-WORK-PRD-116 Weighing of dogs

<table>
<thead>
<tr>
<th>Training commence</th>
<th>Training Verified</th>
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#### Week 4
- HUK-WORK-PRD-110 General and preship health exam
- HUK-WORK-PRD-117 Oral dosing of dogs
- HUK-WORK-PRD-174 Recording rectal temperatures of dogs
- HUK-WORK-PRD-179 Administration of spot on treatments

<table>
<thead>
<tr>
<th>Training commence</th>
<th>Training Verified</th>
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</table>
Training program – on going support

- Advanced Training topics, and support for external Professional Development
# Training Program - Structure

<table>
<thead>
<tr>
<th>Type of Training Provided</th>
<th>NTCO</th>
<th>Peer</th>
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<tbody>
<tr>
<td>Onboarding</td>
<td></td>
<td>Initial and ongoing as Subject Matter Expert (SME)</td>
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</table>

<table>
<thead>
<tr>
<th>Training Record Involvement</th>
<th>NTCO</th>
<th>Peer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harmonize Training Records</td>
<td></td>
<td>Update training records</td>
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</table>

<table>
<thead>
<tr>
<th>WI/SOP involvement</th>
<th>NTCO</th>
<th>Peer</th>
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</thead>
<tbody>
<tr>
<td>Harmonize WIs/SOPs</td>
<td></td>
<td>Provide SME input on updating WIs/SOPs</td>
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</table>

<table>
<thead>
<tr>
<th>Verification Involvement</th>
<th>NTCO</th>
<th>Peer</th>
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<tbody>
<tr>
<td>Develop and Harmonize Verification Assessments</td>
<td>Deliver Verification Assessment</td>
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</table>

<table>
<thead>
<tr>
<th>Managed By</th>
<th>NTCO</th>
<th>Peer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Training Manager</td>
<td></td>
<td>Operations Supervisor</td>
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<table>
<thead>
<tr>
<th>What They Manage</th>
<th>NTCO</th>
<th>Peer</th>
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<tbody>
<tr>
<td>Peer Trainer performance</td>
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<td>N/A</td>
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<table>
<thead>
<tr>
<th>Training Content</th>
<th>NTCO</th>
<th>Peer</th>
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<tbody>
<tr>
<td>Develop and Harmonize Content</td>
<td></td>
<td>Deliver Content</td>
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</table>

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>NTCO</th>
<th>Peer</th>
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<tbody>
<tr>
<td>Job Description, LAS experience, Interpersonal, Training and Leadership skills</td>
<td></td>
<td>Tested SME status, attendance at TtT workshop</td>
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</table>

<table>
<thead>
<tr>
<th>Qualified By</th>
<th>NTCO</th>
<th>Peer</th>
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<tbody>
<tr>
<td>Global Training Manager</td>
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<td>Regional Trainer</td>
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</table>
Training program – Record keeping

- What is the e-TRS?
  - Existing Computer software (Legacy HLS)
  - Electronic database capturing training
  - Replaces the existing paper records
  - Managed overall by System Administrator (NTCO) – Monitor training at all three sites reporting on overdue training and enter new users
  - Departments have user representatives that train on e-TRS use
  - Trainers enter data and sign off
  - Line Management reviews Training Records routinely
AWERB Process

+ Independent meeting for all three sites (Totalling 12 meetings year)
+ Little focus on the licencing (Low content)
+ Focused more on the other requirements
  + Promote awareness of animal welfare and the 3 R’s
  + Provide a forum for the discussion and development of ethical advice to the establishment licence holder on all matters relating to animal welfare, care and use at their establishment
  + Support named persons, and other staff dealing with animals, on animal welfare, ethical issues and provisions of appropriate training
  + Help to provide a ‘culture of care’ within the establishment and, as appropriate, in the wider community
+ Created a central AWERB to cover all RMS sites
AWERB core committee and site sub group

- Chair: NTCO
- Site managers
- Sub group Rep: NACWO Rep
- Named People: NVS, NIO
- PPL holders
- Lay Person
- QA

Site sub group:
- Projects
- 3R’s Representative
- Maintenance
- NACWO’s
- Lay Person
Core Committee Reports

+ NTCO report
+ NIO report
+ Quality Assurance reports
+ Site Managers report
+ NVS report
+ PPL report
+ Site Sub group report
+ NACWO report
+ Lay Members report
AWERB- Organisation

+ Main AWERB meets 4 times a year
+ NACWO’s meet monthly (in between can be email discussions, or ad hoc meetings can be arranged)
+ Every third meeting; projects, lay and 3R’s representatives join the NACWO meeting
+ This combined meeting should be just before the main AWERB
+ A representative from this group will present a report for the AWERB in conjunction with a representative from the NACWO group present their report
Areas of concern

+ New procedure/Euthanasia technique
  + Gap in skill set within the business
  + NTCO sign off (Grandfather rights)
  + NVS sign off

+ You can obtain the necessary skills outside the business
  + Can prove problematic with Licences etc.
  + Conflict of interest (past experience)
Thank you