

**Animal Care Committee
Procedures for Requesting Exemption
from the Inclusion of Registered Veterinary Technicians in AUPs**

Procedure for requesting exemption to the inclusion of *Registered Veterinary Technicians in AUPs* Policy

The Principal Investigator will:

- 1) complete the *RVT Exemption Request Form* (APP1) to request that an individual with equivalent experience serves as an 'Alternate' to a Registered Veterinary Technician (RVT), per the Policy, and submit it to the Office of the Animal Care Committee (OACC) (acc@uwo.ca) a **minimum of two months** in advance of need.

The OACC will:

- 2) forward the form to the Institutional Veterinarian and provide administrative support.

Procedure for ACC Consideration of the Request for Exemption

The Institutional Veterinarian will:

- 3) review the exemption request and undertake a competency assessment of the Alternate, and
- 4) complete the portion of the *RVT Exemption Request Form* to include their recommendation and present it to the ACC Executive.

The ACC Executive in collaboration with the Institutional Veterinarian will:

- 5) determine whether the Alternate is approved to serve in place of a Registered Veterinary Technician for the procedures specified in the form.

The OACC or ACC Leader will:

- 6) Notify the requestor (PI) of the decision and append the *RVT Exemption Request Form* to the related AUP.
- 7) Maintain all related records, including the *RVT Exemption Request Form*.

Revision History

| Version | Date <i>dd-mm-yy</i> | Description of Changes | Author |
|---------|-------------------------|------------------------|-----------------|
| 00 | 07-12-18 | New procedure | LT |
| 01 | 08-02-24 | Reformat & update | JSN, HCP, NH |

This form is intended for Principal Investigators requesting exemption from the *Inclusion of Registered Veterinary Technicians in Animal Use Protocols Policy* (POL-006). Please complete this form and forward to acc@uwo.ca at **minimum two months in advance** of need. Please note that a competency assessment will be undertaken by an Institutional Veterinarian in response to this request.

1. Request Date – Click or tap here to enter text.
 2. Principal Investigator
 - a. Name: Click or tap here to enter text.
 - b. Email: Click or tap here to enter text.
 - c. Contact #: Click or tap here to enter text.
 3. Animal Use Protocol #(s) – Click or tap here to enter text.
 4. Species – Click or tap here to enter text.
 5. Requested Alternate to a Registered Veterinary Technician - Contact Information
 - a. Name: Click or tap here to enter text.
 - b. Email: Click or tap here to enter text.
 - c. Contact #: Click or tap here to enter text.
 6. Required Technical Responsibilities and Duties – Please provide an outline of technical responsibilities and duties requested to be undertaken by the above-named individual and as outlined within the AUP.

Click or tap here to enter text.
 7. Exemption Criteria – Please provide details specific to this requested Alternate regarding their:
 - a. Technical capabilities – Click or tap here to enter text.
 - b. Experience with required skills – Click or tap here to enter text.
 - c. Experience with related species – Click or tap here to enter text.
 - d. Knowledge of humane care and use of animals in a research setting – Click or tap here to enter text.
 - e. Consistent adherence to humane principles – Click or tap here to enter text.
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For ACC Use Only**I. Institutional Veterinarian**

- a. Competency Assessment Date – Click or tap here to enter text.
 - b. Competency Assessor Name – Click or tap here to enter text. and Role – Click or tap here to enter text.
 - c. Competency Assessor Notes & Recommendations – Click or tap here to enter text.
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II. ACC Executive Determination

- a. Meeting Date: Click or tap to enter a date.
- b. Approved without conditions – Click or tap here to enter text.
- c. Approved with the following conditions – Click or tap here to enter text.
- d. Not Approved with the following rationale – Click or tap here to enter text.