CCAC Workshop 2012

Designing an Animal Use Protocol Form

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Designing an AUP Form

- What are basic components to be considered in the creation of an AUP form?

Basic Components

- The Form itself
  - Questions
  - Appendices, attached files, flowcharts, etc.
  - Form design, layout, flow, etc.
- The Process that manages the form
  - how managed amongst stakeholders
  - Drives the form questions, layout, attachments, etc.

Consider Your Institution's Process

- List important process considerations that drive the design of and questions on your form:

Process Considerations - Examples

- Current and planned systems and processes
- Paper vs. "primitive" electronic vs. web-based
- Your institutions program – species, facilities, etc.
- Available resources – physical and personnel (including committee members)
- Affiliated institutional processes – OH&S, security, etc.
  - Degree of independence or integration of each with ACC
- Expected turn around time
- PI expectations
- Form design
  - Ease of use/processing
  - consistency

Systems and processes

- Meeting frequency
- Meeting function
  - Separation of tasks?
    - Full, Mods, Pilots, Level D/E, Hazards, etc.
- Paper vs. electronic (primitive) vs. web-based
  - Advantages and disadvantages of each
- Committee structure
  - All representation available?
  - Subcommittees for various tasks – Enrichment, Safety, SOPs
- Action plan for problems
  - Delays, non-response, non-compliance, etc.
- Any planned changes?
  - Going from paper to web-based?

Paper vs. Electronic

- Are you migrating from paper to electronic
  - Consider cost-benefit analysis
  - Consider impact of transition on all stakeholders
  - Consider all costs (hardware, software, people) – upfront & long-term
- Paper
  - Often forms easier to complete, flow better, more intuitive
  - Does each question bring value to animal welfare, research quality, or accountability? Each serve a sound purpose?
- Electronic
  - Often less intuitive and more confusing
  - Consider strategies such as flow charts
  - As for paper, every question must have real value

Your Program

- Species
  - Traditional
  - Non-traditional
  - Field studies
- Housing
- Geographic location
- Operating structure and adminsistration
  - Academic
  - Research Hospital/Institute
  - CRO
  - Combination

Available Resources

- Human Resources
  - ACC administration
  - ACC membership
  - Senior administration – support
- Physical resources
  - What does senior administration provide to support the animal care and use program

Affiliated Processes Involving ACC

- OH&S processes
  - Biohazards
  - Chemical hazards
  - Radiation
- Security
- Resource acquisition

Turn around time

- Expected turn-around time will influence form design and questions:
  - New AUP
  - Annual renewal
  - Modification

PI Expectations

- Simplify, simplify, simplify
- Clear logical questions
- No repetition
- Easy to fill out
- Examples provided
    - Well filled out form that ACC liked
    - Sample answers to questions

Form Layout & Contents

- User friendly?
  - User guide
  - Examples
  - FAQ
- Intuitive?
- Flows logically?
- Non-repetitive?
- SOPs?
- Flowchart of animal or groups from beginning to end with time points
- Keep form consistent unless valid reason to modify
- Consider all stakeholders perspectives
  - PI
  - Reviewers
  - ACC administration

Form Questions

- What is the purpose of the questions?
  - Is it of true benefit to anyone?
- Every question must bring value to:
  - Animal welfare
  - Research quality
  - Accountability
- Two main categories of questions
  - Regulatory driven
  - Institutional driven

Gov't Regulatory Associated Questions

- CCAC
- Provincial – i.e. OMAFRA
- Others
  - Environment
  - Transport
  - Helth and Safety
  - Labour

Institutional Associated Questions

- To meet Institution's needs:
  - Regulatory
  - Security
  - Occupational Health and Safety
  - Facility operation
    - Staff training
    - Animal Housing
    - Food, water, EE, environmental parameters
  - Inter-facility transport
  - ACC Administration
  - Veterinarians
  - PAM process
  - Senior Administration