NTCO – Envigo RMS

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Agenda

+ Introduction
+ Training programme
+ AWERB Process
+ Areas of concern

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Introduction CRS

+ 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

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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
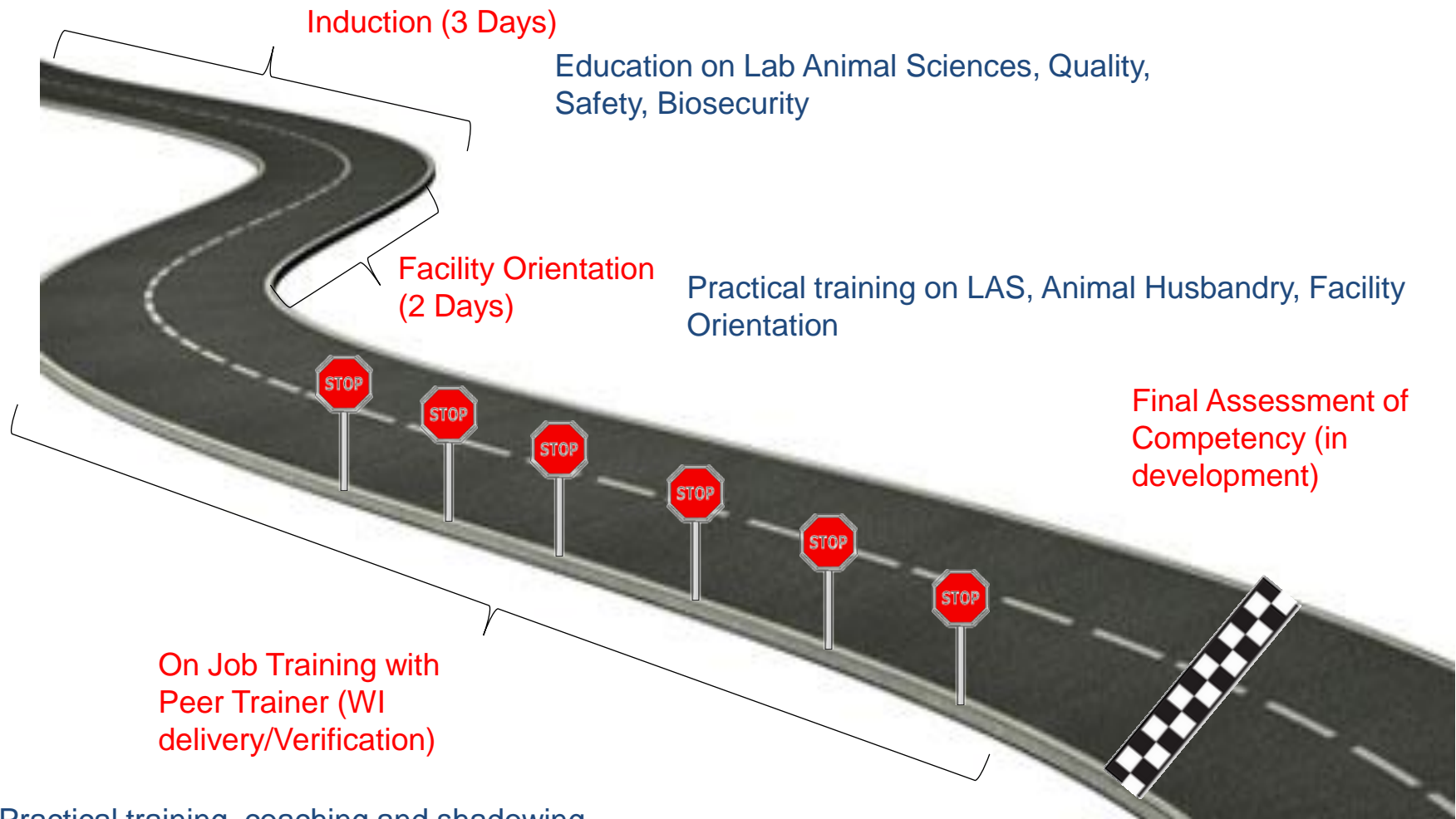
+ Main focus on Animal Technician training

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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

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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

Final Assessment of Competency (in development)

On Job Training with Peer Trainer (WI delivery/Verification)

Practical training, coaching and shadowing.

Training Program – OnBoarding Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5
Attendees	All				
Course Name	Ground Rules and Pre-training assessment	Biosecurity Orientation Concentration game, PPE wearing, and Glo-Germ	Facility Tour Walkthrough of facility/ Handling, Gender ID in Facility	Facility Orientation	Facility Orientation
	Human Resources	Basic Biology/ gender ID Species-specific worksheets	Water Valve Maintenance Simulation		
	T.E.A.M. Video discussion and teambuilding activities	Training Program Review of Training Record template	Cost of Caring Storytelling		
	General Safety/ LAA	What does GOOD look like? Accuracy and M&M games	Handling the Unexpected/ R.A.T.S. Emergency Case Studies		
	Who is our Customer/ Life of and Order Video discussion	A Day in the Life Video/ testimonials	Close-Out Discussion and Post-training assessment		
	HEART Ethics mock debate and 3R's activity	Clinical Signs, Health Checks and Humane Endpoints Flashcard Activity	Release to Peer Trainer/ facility		

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ENVIGO RMS - WORK INSTRUCTION	Issue: 01, Revision: 08
Access to the Dog Units	Implementation Date: 23/NOV/2015 Expiry Date: NOV/2018
H540-WORK-PRD-101	Page 2 of 4

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, coveralls 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 4/5.

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.

CHECK VALIDITY OF PRINTED COPIES AGAINST MASTER COPY BEFORE USE.

Work Instruction Verification Document	
Access to dog units	
H540-WORK-PRD- 101	

Employee:		Date Assessed:	Current level:
Attained Level:		Pass:	
Competency Level 1	Training given	Comments:	
Competency Level 2	50%		
Competency Level 3	85%		
Competency Level 4	100%		

1   **What is the purpose/scope of this work instruction?**

☐ To maintain the integrity of the animal accommodation in relation to health status   (10)

☐ To instruct the staff and visitors on entry procedures   (10)

2   **Which document should all visitors read, sign and abide by?**

☐ Harlan visitor certificate HARA-QREC-PRD-163   (4)

☐ Now make an entry into this document   (4)

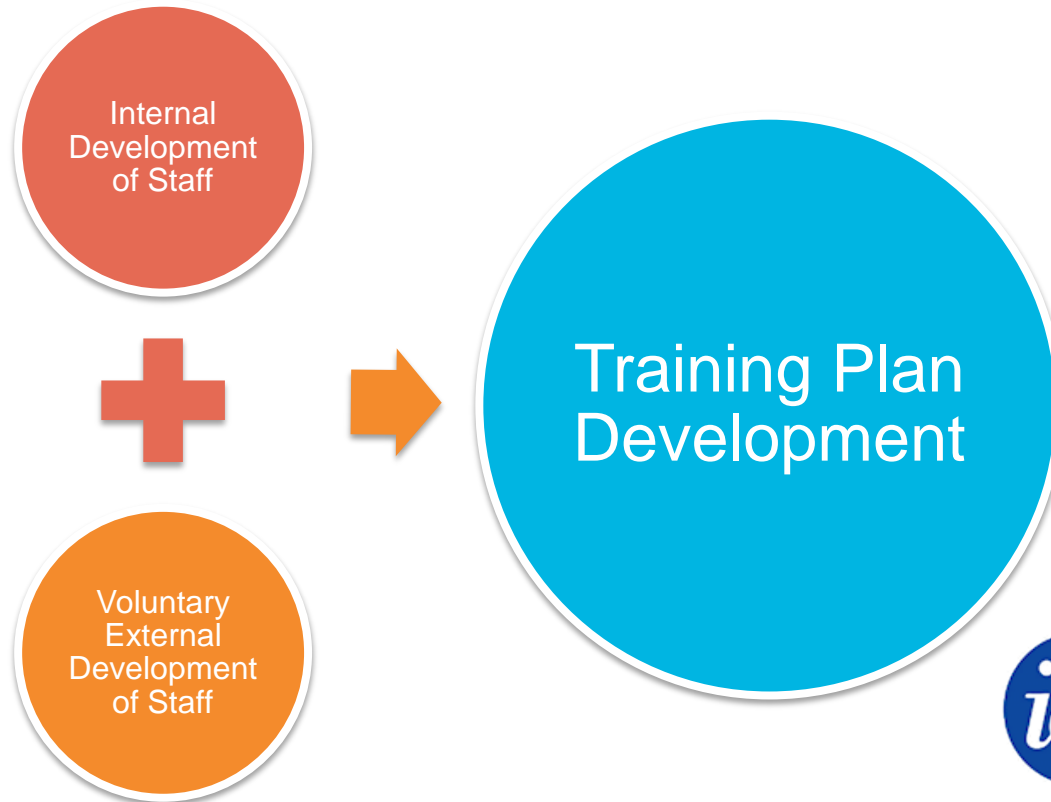**3**   **Should visitors be accompanied on site?**

☐ Yes   (5)

4   **Demonstrate the entry procedure to the buildings?**

☐ Log in on hand scanner   (5)

☐ Proceed directly to changing rooms and put on uniform   (5)

Training Curriculum - new employee on boarding

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Name: Charlotte Sutton   Wyton

Week 1	Training completed
1.4	
Ground rules and pre assessment	AW 12.11.2015
Human Resources	AW 12.11.2015
Biosecurity awarness	AW 12.11.2015
General Safety, LAA & Zoonoses	AW 12.11.2015
Heart	AW 12.11.2015
1.5	
Uniform and shoe collection	RR 13.11.2105
Assign locker	RR 13.11.2105
Facility safety talk and orientation	RR 13.11.2105
orientation to work space and team	RR 13.11.2105
Cleaning demonstration	RR 13.11.2105
HUK-WORK-PRD-101 Access to the dog unit	

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Training Curriculum

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Week 2	Training commence	Training Verified
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		

Week 3	Training commence	Training Verified
HUK-WORK-PRD-106 Dog socialisation		
HUK-WORK-PRD-114 Identification and tracibility of dogs		
HUK-WORK-PRD-116 Weighing of dogs		

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Week 4	Training commence	Training Verified
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		

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Training program – on going support

- Advanced Training topics, and support for external Professional Development

Internal Development of Staff

Voluntary External Development of Staff

Training Plan Development

iat Institute of Animal Technology

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Training Program - Structure

	NTCO	Peer
Type of Training Provided	Onboarding	Initial and ongoing as Subject Matter Expert (SME)
Training Record Involvement	Harmonize Training Records	Update training records
WI/SOP involvement	Harmonize WIs/SOPs	Provide SME input on updating WIs/SOPs
Verification Involvement	Develop and Harmonize Verification Assessments	Deliver Verification Assessment
Managed By	Global Training Manager	Operations Supervisor
What They Manage	Peer Trainer performance	N/A
Training Content	Develop and Harmonize Content	Deliver Content
Qualifications	Job Description, LAS experience, Interpersonal, Training and Leadership skills	Tested SME status, attendance at TtT workshop
Qualified By	Global Training Manager	Regional Trainer

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# 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

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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

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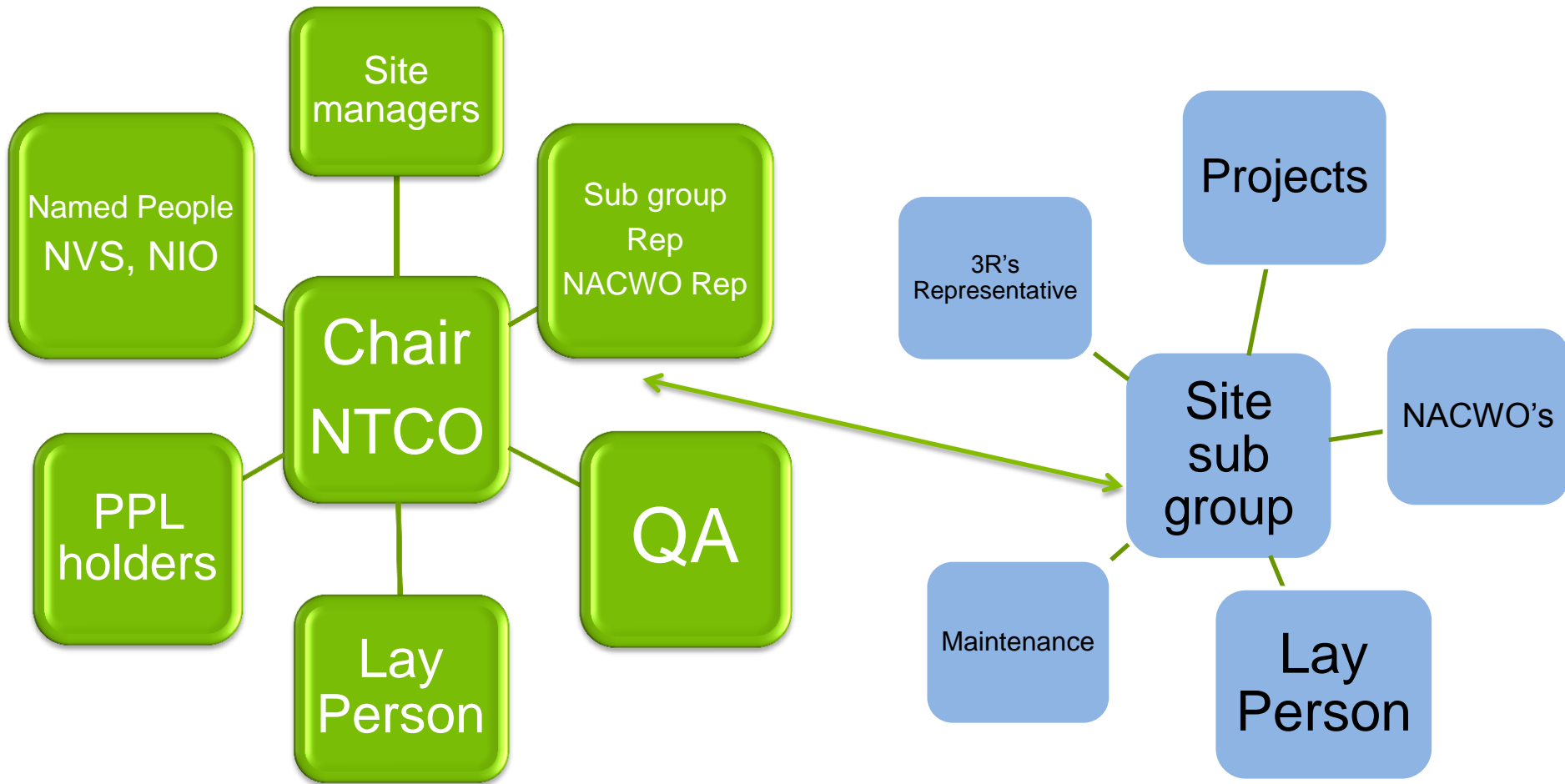
Core Committee Reports

+ 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

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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