***AEC Approved Document\_015a\_Template\_Training and Assessment Plan V1.1***

**Please read these instructions before completing this form.**

* A Training and Assessment Plan must be developed where training in a procedure involving animals requires assessment of competency.
* It is strongly recommended that the training plan be discussed with an ANU Veterinarian before submission of this form.
* It is a requirement of the Australian Code for the Care and Use of Animals for Scientific Purposes, 8th edition, 2013 that persons performing procedures on animals must be certified as competent in those procedures before being permitted to perform the procedures unsupervised.
* Investigators must include records of competency in any animal ethics protocol application under which the procedure will be performed.

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| 1. **Procedure** | | |
| **Procedure Name** |  | |
| **Classification** | Biomedical procedure | Wildlife procedure |
| **Procedure Description** |  | |

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| **2. Trainer details**  (If multiple trainers are listed, provide details for each person) | | | |
| **Title/Full Name** |  | **Phone** |  |
| **Institution** |  | **Email** |  |
| **Qualifications and experience**  (Provide sufficient detail to confirm current capability to train and assess competency in the procedure) |  | | |

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| **3. Training and Assessment Plan** | |
| **Prerequisites**  (List any competencies required before commencing training) |  |
| **Training resources** (e.g. training animals, experimental animals, models, cadavers, SOPs, training manuals or videos) |  |
| **Source of training resources** |  |
| **Methods to mitigate welfare impact where live animals are used**  (e.g. prior training using cadavers, increased monitoring, use of terminal anaesthesia for surgical training) |  |
| **Training plan**  (Step by step, including relevant theory, demonstration of procedure and stages of skill development) |  |
| **Assessment criteria**  (Include required number of successful demonstrations, knowledge of potential complications and how to manage them) |  |

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| **4. Declaration** | |
| By submitting this Training and Assessment Plan, I declare that due care has been taken to ensure that the information I have provided is true and correct.  (If multiple trainers are listed, each trainer is required to sign) | |
| **Trainer/s Signature:** | **Date:** |
| **How to submit this form** | |
| A copy of this Training and Assessment Plan must be uploaded to REMS with the associated procedure for AEC review. This Training and Assessment Plan must be approved by the AEC before being implemented. | |