



This document has been developed by The Australian National University's (ANU) Research Ethics Office. It has been endorsed by the ANU Animal Experimentation Ethics Committee (AEEC). It is designed to provide guidance regarding current best practice to institutional animal users and carers on the care and use of animals for scientific purposes. It has been prepared in consultation with the Australian code for the care and use of animals for scientific purposes 8th edition 2013.

AEEC 025_ANU Field Work Volunteers Check List_V1.0

This form should be used in conjunction with the Guideline for the Use of Volunteers in Animal Based Research. This checklist is not compulsory but may assist with the training and induction of volunteers to meet the requirements of the Guideline. Research groups may have their own documentation that covers the same requirements.

Name of Volunteer

Contact Details of Volunteer

Title of Project

Description of project (lay description)

Expectations of volunteer

Time of day for engagement

Duration of engagement

Specific requirements of the volunteer

Specific duties NOT to be performed by the volunteer

Details of supervisors and supervision plan

Name

Contact details

Supervision plan

Animal Experimentation Ethics Committee Approval Details

Protocol Number A

Protocol Expiry

Protocol Title

Protocol conditions

Standard Operating Procedures (please list all relevant procedures to be read by volunteers)

Risk Assessments (please list all relevant risk assessments to be read by volunteers)



Procedures volunteers will be trained in and degree of training (details to be kept by PI and copies provided to the volunteer). Please include details of training/skills the volunteer already holds.

Other information relevant to the protocol and procedures

Potential emergencies that may arise – please provide details including the action required to be taken by the volunteer

Emergency Contact details (for protocol)

Emergency Veterinary Contact

Unexpected Adverse Events (e.g. injured animal, rejected young, death in trap) must be notified to the Primary Investigator immediately and then the ANU Veterinary team on (02) 6125 1130. This phone number is monitored 24/7 and if the phone is not answered a detailed message must be left including return phone numbers for contact.

The volunteer been provided with the following documents and details

ANU Volunteer Declaration Form

A copy of the approved protocol and any related documents and conditions

Australian Code for the care and use for animals for scientific purposes 8th Edition 2013

An opportunity to ask questions

A copy of this completed form

Complaints and Concerns

If the volunteer has any complaints or concerns regarding the project they may contact the following individuals:

Title	Name	Contact Details	Role
Primary Investigator of Project			Responsibility for adherence to code and protocol as approved
Nominee of Project			Back up to the Primary Investigator if they cannot be contacted
ANU Veterinarians	Dr Suzanne Fowler Dr Jelena Vukcevic	Vetservices.rsd@anu.edu.au (02) 6125 1130	Responding to emergency veterinary issues, unexpected adverse events and concerns regarding animal welfare
ANU Animal Ethics Team	Janet Bradly Carly Owen Kelly Debono	Animal.ethics@anu.edu.au	Responding to concerns regarding compliance, project approval and animal welfare
ANU HR	Divisional HR Services	HR.services@anu.edu.au	Reporting concerns on volunteer conditions

I confirm that I have read the above document and have provided all required documentation and information to the proposed volunteer

Signed (Primary Investigator)

I confirm that I have read the above document and have been provided all required documentation and information to satisfactorily meet the requirements to volunteer on this project

Signed (Volunteer)