



## AGENDA TEMPLATE FOR A VIRTUAL CCAC ASSESSMENT VISIT

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This template is intended to help institutions prepare for a virtual assessment visit. A draft agenda should be sent to the associate director of assessment **three months before the virtual assessment visit, as noted in the confirmation email.**

The most important task for the institution in preparation for the virtual assessment visit is to fill out all sections of the Canadian Council on Animal Care (CCAC) *Animal Care and Use Program Review Form* (PRF). The PRF is used as the basis for all assessments by the CCAC.

The PRFs for both regular and interim assessments, along with instructions on how to use the forms, are available in the [certification resources section of the CCAC website](#).

The following generic agenda is typical for a one-day virtual assessment visit:

- 9:00-12:00 Meeting of the CCAC panel with institutional representatives, which includes:
- Initial meeting
  - CCAC overview
  - Discussion and Q&As with institutional representatives
    - *Animal Care and Use Program Review Form*
    - Protocol and standard operating procedure (SOPs) review
- \*Please note that the morning session could include short breaks*
- 12:00-13:00 Lunch break
- 13:00-TBD Meeting of the CCAC panel with institutional representatives, continued:
- Protocol and SOP review (if not done in the morning)
  - Assessment of animal facilities
  - In-camera panel meeting (30 minutes: Regular assessment only)
  - Summary meeting (30 minutes: Brief discussion of key findings)

## **VIRTUAL ASSESSMENT VISIT DESCRIPTION**

The following persons should be in attendance for the virtual assessment visit:

- senior institutional representatives (in particular, the person to whom the animal care committee reports); however, the senior administrator does not have to stay for the discussion and Q&A session;
- members of the animal care committees, including community representatives; and
- senior veterinary and animal care personnel.

### **INITIAL MEETING (10–15 minutes)**

Welcome from the senior administration of the institution and a presentation of **no more than 10 minutes** on the ethical animal care and use program, including how the institution responded to the previous Serious recommendations, if applicable.

### **CCAC OVERVIEW (10 minutes)**

Update on the CCAC program from the CCAC director of assessment and certification or associate director of assessment. A PowerPoint presentation will be used; therefore, the procedure used for file or screen sharing should be determined before the assessment visit.

### **DISCUSSION AND Q&A SESSIONS (150+ minutes)**

The first part of this period will focus on the structure and administration of the animal care and use program, and questions on the different sections of the PRF completed by the institution:

- Section 1: General Information;
- Section 2: Animal Care Committee Functioning;
- Section 3: Animal Use Protocol Form;
- Section 4: Veterinary and Animal Care Services;
- Section 5: Continuing Education and Training, Occupational Health and Safety, Crisis Management;
- Section 6: Animal Facilities;
- Section 7: Summary of the Program; and
- concerns of the institution.

The second part will focus on questions arising from the review by the assessment panel of selected documents, which include:

- animal use protocols;
- SOPs; and
- other relevant documents.

## **ASSESSMENT OF ANIMAL FACILITIES (30+ minutes)**

The duration of this portion of the assessment visit will depend on the number and location of animal facilities. **Before finalizing this portion of your agenda, please contact the associate director of assessment responsible for your assessment.** Internet access in the animal facilities, or other modalities supporting an assessment visit in real-time, should be confirmed with the associate director of assessment **at least four weeks before the assessment visit, as noted in the confirmation email.**

To facilitate the assessment of facilities, institutions should provide pre-recorded videos<sup>1</sup> to the assessment panel **at least four weeks before the assessment visit.**

In addition to the pre-recordings, on the day of the virtual assessment visit:

1. If there is internet access (WIFI), a real-time virtual walk-through of the facilities will occur. The panel will use the information gathered from the review of the pre-recorded videos to direct the camera during the real-time, virtual walk-through of the facilities.
2. If there is no internet access (WIFI), only the pre-recorded walk-through will be considered.
3. Exceptionally, if a virtual tour of the animal facilities (pre-recorded or real-time) is not feasible, an in-person site visit will be scheduled at a later date, when conditions permit.

The following people should be present during the virtual assessment visit of animal facilities: animal care committee chair; facility managers; senior veterinary and animal care representatives; and other animal care committee or institutional representatives. The CCAC panel may virtually visit the following areas:

- animal holding and care facilities, and support/service areas;
- animal procedure rooms and surgical facilities; and
- other areas in which animals are involved in research or teaching (e.g., laboratories).

Arrangements should be made to have the camera operator easily access conventional rooms. The animal care committee chair should contact the associate director of assessment to discuss access into barriers and containment areas if deemed necessary.

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<sup>1</sup> Pre-recorded videos of animal facilities should be provided at the same time as the PRF. The pre-recorded video should reflect an animal care committee site visit aided by the [Basic Site Visit Checklist included in the Guidance for Animal Care Committee Members Conducting Annual Site Visits document](#). For example, the following elements should be shown and described: secured main entrance access; process to get into the facility from the changing rooms to main animal facility corridors; animal housing rooms; service rooms (surgery, necropsy); storage areas (cleaning and chemical products, food, equipment, drugs); records and documents (animal health, daily care, environmental parameters, SOPs, protocols); contact information; security measures; pest control measures; etc.

### ***IN-CAMERA* CCAC PANEL MEETING (30 minutes)**

A period should be allocated for an *in-camera* meeting for the CCAC panel during a Regular assessment visit. The CCAC will arrange for a separate virtual meeting with panel members.

### **SUMMARY MEETING (30 minutes)**

The summary or final meeting will be used by the assessment panel to discuss key and preliminary assessment findings. However, no formal commendations or recommendations will be provided.

The following people should participate:

- senior institutional representatives (in particular, the person to whom the animal care committee reports);
- animal care committee chair;
- any other available animal care committee member; and
- the attending veterinarian.

A final written assessment report, including formal commendations and recommendations, will be sent to the institution approximately 12-15 weeks following the virtual assessment visit.

SAMPLE