Registration BSc student

(send by email in Word file to AWB; [instantievoordierenwelzijn@radboudumc.nl](mailto:instantievoordierenwelzijn@radboudumc.nl))  
   
General information regarding Access to the CDL: [Animal experiment - Radboudumc](https://www.radboudumc.nl/en/research/radboud-technology-centers/animal-research-facility/animal-experiment#166147)

***To be filled out by the student***

|  |  |  |
| --- | --- | --- |
| **Persoonsgegevens** | | |
| Surname: | First name(s): | |
| Title: | Other (optional): | |
| Work E-mail: | Telephone number: | |
| Department/faculty: | Room number: | |
| Student no. (S xxx) | | |
| Field of Education (are you preparing to do animal experiments later on, did you take classes in anatomy and physiology?): | | |
| Animal experimental procedures to be performed: | | |
| What experience has the student concerning the above mentioned procedures? | | |
| Period in which the animal experimental procedures have to be performed:    Starting date:  Contact hours per day/week/month: [        ]  End date: | | |
| CDL team\*:  \*Ask your supervisor at which team/unit experiments are carried out. | | Team 1 (TNU)  Team 2 (EBD/Tox and Isolators)  Team 3 (PRIME) |
| Name of supervisor (*the qualified person who will always be there on the work floor for direct instruction and supervision*): | | |
| Responsible researcher (on the relevant work protocol(s): | | |

Request to perform the above mentioned animal experimental procedures under supervision of a certified employee/researcher (article 9) or a certificated animal care taker/animal technician (article 13f2).

**Please add:**

Proof of registration of educational institute (registration card).

**Requirements for BSc students:**  
The student has to view the online Prezi presentation on legislative aspects of animals experiments, and answer the corresponding questions (next to taking the introductory workshop ‘Welcome to the CDL’; you are invited for both after delivering this form). BSc students are only allowed to be involved in non-invasive procedures with experimental animals. The student/trainee declares to be aware of the regulation ‘Students/trainees working with animal experimental work at the Radboud University‘. The regulation can be found at the bottom of this form.

Tick off by the student/trainee, if agreed with the regulations.

***To be filled out by the animal welfare officer (officer competencies):***

|  |
| --- |
| **Authorised by** |
| Name: |
| Date: |

***To be filled out by the secretariat:***

|  |  |  |
| --- | --- | --- |
| **Confirmed and archived** | | |
| Confirmation to the student/trainee and supervisor or responsible researcher: | Date: | Initials: |
| Added to the student data base: | | Intials: |

**Rules and regulations for Radboud students and interns working with laboratory animals at Radboud University**

Students who perform procedures on animals should in all cases do so under direct supervision1 by authorized staff.2 In essence, it does not matter if the procedures are carried out during a laboratory course or as part of a research study. Under all circumstances, the procedures3 must be relevant in the context of the course or study, and appropriate in nature to the level of the training of the student. The student has to be registered with the Animal Welfare Body (AWB) 4.

Explanation

1 Direct supervision means that the Article 9/13f2-qualified employee, who personally masters the procedures to be practiced by the student, is constantly “within earshot.” Weekend intern work is therefore also only permissible under these conditions.

2 An authorized staff member is one who is registered with the Animal Welfare Body as an Article 9 or 13f2 employee and who personally masters the procedure, meaning the employee is qualified and competent.

3 With regard to procedures that a student carries out on live laboratory animals, a training record must be maintained and always available. Details should be recorded regarding when the student was trained in the specific procedure, the result of the assessment, and which qualified and competent person conducted the assessment. This provides insight into the student/intern’s learning trajectory and helps build a form of “personal license” for the student.

4 The specific procedures must be defined in the student/intern’s registration form. This means that a student may only perform the stated procedures involving laboratory animals.

Approval applies to the information in the registration form. Any changes (in timelines or procedures) must be put forth for re-approval from the AWB.

**Which procedures can students/interns perform?**

1. **Students completing short-term work experience (one month)**

* Exclusively handling and observing

1. **Students completing an internship for experience or as part of their study program (*several months)*** Handling and basic procedures:

Simple injections (e.g. SC, IP), simple blood sampling (e.g. tail tip, tail vein puncture), basic procedures (e.g. tissue collection for genotyping, simple behavioral experiments), basic euthanasia method (e.g. CO2-euthanasia)

General Information:

A proof of enrollment at the educational institution (including the educational program and year of study) must be submitted upon registration.

The procedures that will be taught to the student must be recorded in a training record and signed by the supervising researcher.

Students/interns may only access the animal holding facilities from 07.00 to 19.00, Monday to Friday.

**Additional Information**

For all students/interns who are completing an internship that is three months or longer, it is recommended that “animal-facilitytraining” is provided at the beginning of the internship under the guidance of an experienced animal caretaker. This training should take one or two days, depending on the complexity of the department. In this animal-facility training, the student will be taught how to execute basic tasks (climate control in the animal room, monitoring water and food, monitoring the animals, handling, transferring, cleaning the cages, cleaning the room, etc.). This means that, following instruction, the student will actually carry out the daily tasks with the animal caretaker during this animal-facility training.

Students taking a brief training (one or more days), such as the course for trauma surgeons, do not have to be registered on an individual basis. The course leaders/instructors should be Article 9/13f2-qualified or registered as a medical specialist. The students should be aware of the laws and regulations regarding animal experimentation.

The most recent version of the registration should always be used; this can be found on the CDL website: [It's all about competency - Radboudumc](https://www.radboudumc.nl/en/research/radboud-technology-centers/animal-research-facility/animal-experiment/training-and-assessment/competency#221434).

Appendices:

1) Training Record – example  
2) Assessment Criteria

3) Procedure Complexity Classification

Appendix 1

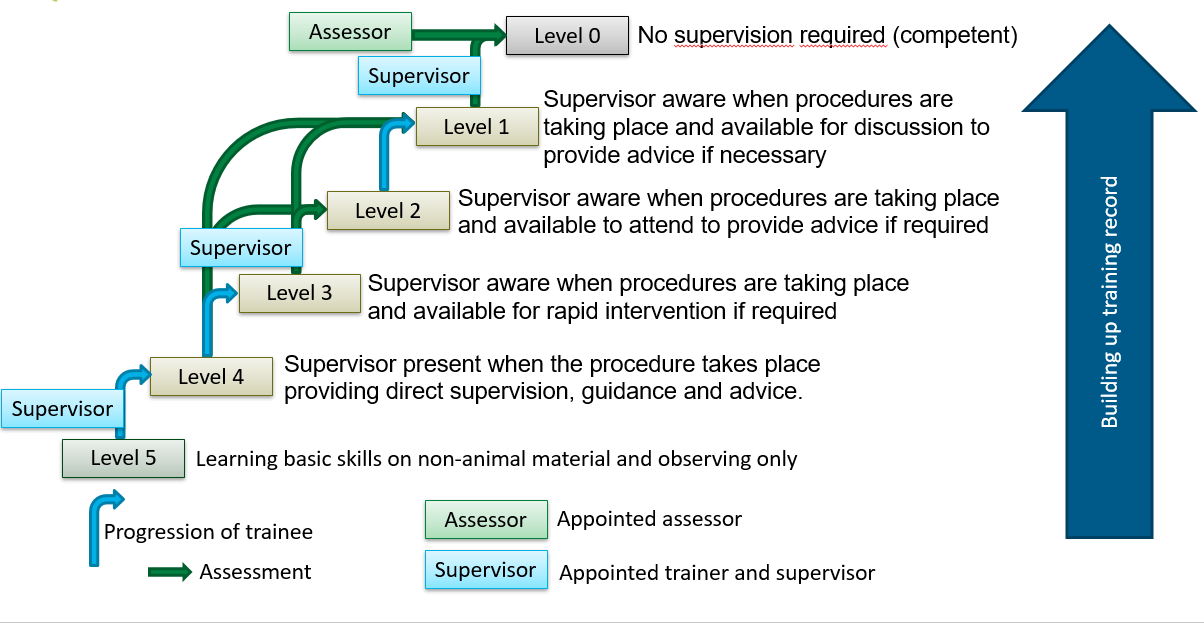
**Training Record**

*This provides a suitable format for in house training.*

Name of trainee: ………….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Procedure | Training dates | Trained by | Level of training  (1-5) | Remarks (ready for assessment?) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Explanation of the training levels 1-5 is given in the scheme below. To be allowed to work independently at level 2, 1 or 0, there must first be an assessment of skills at that level.



Appendix 2

**Assessment Criteria**

In general you need to be trained (and records of this training need to be kept) for each procedure, and your practical skills will be assessed before unsupervised execution of the procedure is allowed. The Assessment Criteria are summarized in the following ‘generic assessment checklist’. Guided by these points, a person’s competence is determined.

**- Making proper preparations,**

**- Performing the procedures correctly,**

**- Understanding of the technique (theory behind it) and means used (including injection fluids).**

**- An eye for animal welfare (3 Rs), including aftercare, and acting accordingly,**

**- Ability to self-reflect on the manner of execution**

Appendix 3

|  |
| --- |
| **Basic procedures; non-invasive, defined as not requiring anesthesia and/or analgesia** |
| handling |
| restraining |
| weighing |
| identification without anesthesia |
| tissue collection for genotyping |
| non-invasive measurements, e.g. ECG |
| SC, IP, oral gavage, intranasal, rectal administration |
| blood sampling via tail vein nicking, tail clipping, scab method, or cheek puncture |
| nose-, throat-, rectal-swabs |
| CO2 euthanasia |
| vaginal plug monitoring with instruments |
| temperature recording |
| feeding and fasting |
| placing in metabolic cage |
| behavioral research |
| transferring animal to a set-up for observation |

[all require proper training]