APPLICATION FOR Training Programme CERTIFICATION

(This form is also required for the 5-year *de novo* renewal of an established programme.)

Submit this application and all attachments to the ECLAM Secretariat. An invoice will be raised on receipt of the application and all attachments.

Fees:

* Submission of application for initial approval of training programme: €600
* Fee payable following initial approval of training programme: €1650
* Annual fee for continued approval of training programme: €300
* 5-year re-approval of training programme: €300

**Ensure you have attached the following documents:**

* CVs of key personnel (non-ECLAM Diplomates)
* Programme Description
* Facilities Description

## Date Submitted:

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# GENERAL INFORMATION

## Sponsoring Institute:

## Collaborating Institutes:

If one or more institutes other than the Sponsoring Institute are collaborating in this training programme, a separate application form must be included for each institute, to enable the Training Committee to evaluate how the entire training programme will be provided between all the collaborating institutes. Institutes which provide only brief periods of specialised training (e.g. a few weeks of species experience) need be described only briefly. There must be only one Sponsoring Institute responsible for the overall training programme. It will normally be expected that the Programme Director will be based at the Sponsoring Institute.

## Training Programme Name:

## Programme Director Information

Name and title of Director:

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Address:

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Name and address for ECLAM invoice, if different:

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List the names and titles of those responsible for each major section of the training programme, and their area(s) of expertise. Include ECLAM Diplomate status. Attach the *curriculum vitae* (CV) of each of these individuals unless they hold ECLAM Diplomate status. A one-page abbreviated CV is acceptable.

List any other ECLAM Diplomates who will be responsible for other supervised experience:

## residents

Programmes can have a maximum of **two** residents per ECLAM Diplomate.[[1]](#footnote-1) What is the maximum number of residents you propose to be in the programme at one time?

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The prerequisites for entry into ECLAM residency include the following. Does your programme verify that each resident admitted:

1. Has satisfactory moral and ethical standing in relation to the practice of veterinary medicine;
2. Is licensed or eligible to be licensed to practise veterinary medicine in a European country, unless specifically exempted from this obligation by ECLAM Council;
3. Is a veterinary graduate of an EAEVE-approved veterinary school, unless exempted from this requirement by the Training Committee;
4. Has completed one year in a rotating internship or equivalent as defined by the College.

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## Length of programme

The minimal length of the programme must be 3 years; the maximal length is 6 years. What is the length of the formal training portion of the programme?

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Are all residents active in laboratory animal medicine for at least 60% of their time, based on a normal working week of 40 hours?

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# DESCRIPTION OF THE PROGRAMME

## Training programme elements

The programme must be described in sufficient detail to ensure coverage of the broad remit of ECLAM: ‘Laboratory Animal Medicine is that specialty of veterinary medicine which deals with the diagnosis, treatment, and prevention of disease in animals used in biomedical research.’ The Training Committee will consider the following in evaluating applications:

1. ECLAM Constitution and Bye-Laws
2. ECLAM Policies and Procedures
3. The curriculum guidelines in the Federation of European Laboratory Animal Science Association (FELASA) Guidelines for the Education of Specialists in Laboratory Animal Science (Laboratory Animals, 1999, 33:1-15). FELASA Category D training would be expected to be substantially supplemented with training appropriate to veterinary-specific responsibilities.
4. Supplementary guidance is available on the ECLAM website (<https://eclam.eu/home/resources-for-residency-training-programmes/>)

Attach a detailed description of the Training Programme. Explain how the Training Programme will include knowledge and appropriate experience of the elements of training listed below by giving index references (as document hyperlinks or as page and paragraph number) referring to the detailed description of the training programme.[[2]](#footnote-2)

|  | Training element | Included Y/N | Reference |
| --- | --- | --- | --- |
| 1 | **Provision of advice and veterinary services regarding transport, import and export of animals** |  |  |
| 2 | **Provision of advice regarding animal husbandry, housing and care** |  |  |
| 3 | **Surveillance of health status; prevention, detection, treatment and control of disease (including zoonoses) and disaster planning in case of outbreaks** |  |  |
| 4 | **Advise researchers, person(s) responsible for the project and the AWB on study related matters of animal health and welfare, animal models, experimental design, implementation of the 3Rs and severity assessment of procedures** |  |  |
| 5 | **Recommendations for non-surgical and surgical interventions. Provision of advice and guidance for anaesthesia, analgesia, surgery, peri-operative care and alleviation of pain, suffering and distress in relation to experimental protocols** |  |  |
| 6 | **Assess the well-being of animals and assign severity classification** |  |  |
| 7 | **Regulations, Ethics, Training, and Facility Design** |  |  |

## Training documentation

Documentation of successful completion of the programme must be supplied. How is this to be accomplished?

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|  | Yes/No |
| Graduate degree with a diploma |  |
| Certificate of completion |  |
| Other (please specify) |  |

It is expected that training records will be maintained and available for inspection by members of the Education Committee or any others appointed by the Council of ECLAM.

# TRAINING Facilities

Attach a detailed description of the facilities and programmes providing for the appropriate care and use of laboratory animals. Provide concise, descriptive paragraphs to answer the questions below, including how the residents are involved in all aspects of the programme.

1. Describe the general animal facilities available:
	1. Number and size of rooms for each species
	2. Number of animal caretakers/supervisors
	3. General husbandry standards
2. Specialised animal care
	1. Provisions for immunocompromised, gnotobiotic, and genetically-modified animals
	2. Provisions for using biohazardous agents in the animal facility
	3. Veterinary medical care
		1. Number of clinical veterinarians/veterinary technicians/veterinary nurses
		2. How is emergency weekend and holiday care provided?
		3. Animal procurement standards (centralised ordering, quality control)
		4. Preventive medicine programme (health monitoring, vaccinations, isolation/quarantine)
	4. Surgical programme
		1. Describe the procedures and facilities for performing aseptic surgery, batch surgery, and minor surgery
		2. List the agents used for anaesthesia, analgesia, and euthanasia
		3. Describe the provisions for performing postoperative care
	5. Training environment
		1. List the general types of biomedical research projects conducted at the institution
		2. List the resources available to residents (laboratories, seminar rooms, library, journals, office support, computers, etc.)
	6. Accreditation
		1. List any agency (e.g. AAALAC, ISO 2002, Regulatory agency, etc.) which has accredited the facility, and the date of the last accreditation.
		2. If any agency has identified significant deficiencies in the animal care and use programme in the last year, identify them and describe the corrections that were made.

# COMPONENTS OF THE TRAINING PROGRAMME

## Didactic component of the training programme

The didactic programme must include a minimum of 200 contact hours of didactic training conducted over the course of the residency. Didactic training is defined as classroom instruction, seminars, formal grand rounds with problem solving components, or formal training courses, workshops and wet labs. Courses and classroom instruction may be in related areas such as FELASA training courses (Category D) or important research areas such as immunology, statistics, etc. Didactic training may not include supervised residency time, informal clinical rounds, or attendance at professional meetings or conferences. Courses which are repeated with subject matter which is substantially the same can only be counted once during the residency.

The didactic training component must include all of the subject areas in the [Training Programme Elements](#RDD) section of this document, which should provide adequate detail to ensure compliance with the didactic requirements. The instruction may be provided by more than one institution.

Please specify the total contact hours of didactic training provided in this programme:

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## Supervised experience in laboratory animal medicine

Resident supervisors must meet with the residents at a frequency to ensure the quality of the programme. Records of meetings must be kept by the supervisor(s) and submitted to the Education Committee at the end of the residency. At a minimum, formal meetings must be held at least four times per year.

Training must include clinical experience with species which fairly represent the current practice of laboratory animal medicine in Europe. The programme must provide sufficient numbers and species of animals to ensure specialist competence is attained. Indicate in the table below which species are included in the training programme, including the approximate number of animals used each year, and the location.

| Primary Species | Annual Usage | Onsite (Y/N) | Offsite (name the institution) |
| --- | --- | --- | --- |
| Mice |  |  |  |
| Rats |  |  |  |
| Rabbits |  |  |  |
| Dogs |  |  |  |
| Pigs |  |  |  |
| Non-human primates (specify) |  |  |  |
| Zebrafish |  |  |  |

| Secondary Species | Annual Usage | Onsite (Y/N) | Offsite (name the institution) |
| --- | --- | --- | --- |
| African clawed frogs |  |  |  |
| Guinea pigs |  |  |  |
| Sheep |  |  |  |
| Goats |  |  |  |
| Syrian hamsters |  |  |  |
| Marmosets |  |  |  |
| Tamarins |  |  |  |
| Gerbils |  |  |  |
| Ferrets |  |  |  |
| Cats |  |  |  |
| Other (list) |  |  |  |

| Tertiary Species | Annual Usage | Onsite (Y/N) | Offsite (name the institution) |
| --- | --- | --- | --- |
| Chickens |  |  |  |
| Pigeons |  |  |  |
| Reptiles |  |  |  |
| Other nonhuman primates |  |  |  |
| Other rodents |  |  |  |
| Other fish |  |  |  |
| Other amphibians |  |  |  |
| Invertebrates |  |  |  |

## Research component

The training must include a research component which involves the application of the scientific method applied to a basic or clinical research project relevant to laboratory animal medicine and science. The trainee can fulfil this requirement either through the conduct of an independent project or as a collaborator working with an established investigator. The project may contribute to the publication requirement.

Will research opportunities be available:

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| --- | --- |
| Independently (Yes/No) |  |
| Collaboratively (Yes/No) |  |

If the specific projects or general areas of investigation are known, please describe:

## Publications

In order to qualify to sit the ECLAM examinations, each trainee must be the author of two original articles (of which one must be as first author) which demonstrate the application of scientific methods on topics that are relevant to laboratory animal medicine and science. Will the programme support projects, with both financial and supervisory commitments, which will lead to publication of such articles?

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 If no, please explain how trainees will be assisted in meeting this requirement.

1. Subject to change subsequent to EBVS policy. [↑](#footnote-ref-1)
2. Detailed tasks in each element are described in the Modular Structure for ECLAM Training document on the website (<https://eclam.eu/home/pre-diploma/residents/residency-learning-modules/>). [↑](#footnote-ref-2)