Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>993173</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Senior Registered Laboratory Animal Technicians (RLAT) Mammalian Operational Support</td>
</tr>
<tr>
<td>Department:</td>
<td>Office of Research Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>RLAT Coordinator</td>
</tr>
<tr>
<td>Number of Direct/Indirect Reports:</td>
<td>Direct: 1-10  Indirect: 0</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>SG7</td>
</tr>
<tr>
<td>Current Incumbent (if applicable):</td>
<td></td>
</tr>
</tbody>
</table>

2. Position Summary

Within the Office of Research Services, Animal Care Services (ACS) supports students, researchers and society by providing excellence in care to all species of animals involved in research and teaching at the University of Victoria. We build on the strength and diversity of our staff and stakeholders to optimize our ability to support research and teaching with animals following ethical and standard-of-care principles. Our commitments include public and internal accountability, employing our core strengths to benefit our internal and external communities, promoting environments for work and study that are safe, supportive, inclusive and healthy and that foster mutual respect and civility, and recognizing that people are our primary strength.

All researchers working with animals are required to receive approval through the Animal Care Committee. Working under the Canadian Council on Animal Care’s (CCAC) guidelines, ACS provides housing facilities and services for animals, including veterinary and diagnostic services as well as training and expertise in laboratory animal medicine. The team includes Animal Health Technicians (AHTs), Registered Laboratory Animal Technicians (RLATs), and Animal Care Assistants (ACAs) working together in the delivery of animal care services.

Reporting to the Registered Laboratory Animal Technician (RLAT) Coordinator, the Senior RLATs are responsible for knowledge of husbandry for aquatic and mammalian species and for applying that knowledge to facilitate research and to provide or supervise the provision of daily operational support of research animals at the University of Victoria’s Animal Care Units.

The Senior RLATs work collaboratively to clarify research needs and to provide service, assistance and training related to operational support. The Senior RLATs contribute to efficient operations by developing, implementing and revising standard operating procedures related to operational support; through the supervision of unit staff; and through effective collaboration and teamwork.

Recognizing the inherent sensitivities around research with animals, ACS team members are expected to uphold the highest standards as they relate to ethical research and confidentiality. As a senior member of ACS staff, this position represents the department and demonstrates a high standard of professionalism at all times as a reflection of our overall mission.

To effectively support operational requirements, these positions are required to work a modified schedule and are tertiary call-out contacts in the event of urgent animal health and welfare. Requiring willingness and ability to be flexible in working evenings/weekends.

These positions work in a lab environment where there is a hazard of Laboratory Animal Allergy. There are mandatory requirements in place to minimize/eliminate the hazard, such as enrolment in the UVic Allergy Awareness program (requiring baseline and annual pulmonary function tests);
adherence to WorkSafeBC requirements (including the appropriate use of and to be clean-shaven while wearing a respirator).

While the Senior RLAT is expected to work with both mammalian and aquatic species based on departmental requirements, this role is required to hold a specialization in **Mammalian Operational Support**. This area involves an in-depth knowledge in the housing systems and small to medium-scale operational support equipment for rodents and rabbits. As such, breadth and depth of knowledge of housing and containment systems, ancillary equipment (e.g. personal protective equipment, pump sprayers, fogggers/misters, trolleys/carts, shelving, scales, transfer stations, etc.), quality control equipment and procedures & operational efficiencies appropriate for rodents and rabbits is mandatory.

As these are hands-on roles working with both aquatic and mammalian animals, the Senior RLAT is required to maintain no known allergies to rodents or rabbits.

### 3. Key Responsibilities and Expectations

<table>
<thead>
<tr>
<th>Key Responsibilities</th>
<th>% of time</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Daily monitoring of animals & performance of husbandry duties (60%) | | • Perform daily monitoring and husbandry procedures to ensure that feed, water, supplies and environmental conditions are safe and appropriate for research animals.  
• Evaluate health and condition of animals by visual inspection.  
• Operate husbandry-related equipment.  
• Identify abnormalities in animal health and notify Animal Health Technician (AHT) on duty in a timely manner according to Animal Care Services policies and procedures.  
• Identify abnormalities in environmental conditions or equipment, remediate when safe and appropriate. Refer to subject area experts (internal or external to department) when immediate remediation not possible.  
• Document and report abnormalities in animal health, environmental conditions or equipment following Standard Operating Procedures (SOPs). |
| Operational support administration (10%) | | • Source and order operational support-related materials and supplies including chemicals, detergents, cleaning equipment, office supplies, uniforms, janitorial supplies, personal protective equipment, and quality control measuring hand-instruments and reagents.  
• Perform and document daily, weekly, monthly, annual and as-needed quality control measurements associated with daily operations.  
• Develop and update standard operating procedures and quality control assessments for all operational support-related tasks.  
• Develop and update continuing review |
programs to ensure operational support-related procedures meet national guidelines.

- Provide in-depth technical review of proposed new operational support-related materials or equipment.
- Develop or update training programs for operational support-related topics including operation of support equipment (e.g. small-scale chillers, pumps and heaters, autoclaves, cage washers, bedding dispensers, cleaning equipment).
- Provide expert contribution to documentation associated with scheduled or unscheduled visits by regulatory agencies including the Canadian Council on Animal Care (CCAC), the Canadian Food Inspection Agency, and the Capital Regional District.
- With the assistance or direction of the Veterinary Director and RLAT Coordinator, liaise with internal and external service providers to facilitate maintenance and repair of operational support-related equipment.
- Liaise with supervisors and colleagues to produce and/or update cross-departmental emergency response plan.
- Liaise with supervisors and colleagues to develop/update and implement operational efficiency plans.
- Develop or update documentation and reporting procedures for equipment maintenance, malfunction, failure and repair following departmental procedures.
- Provide regular reporting on facility operations to Animal Care Committee.

Medical observation and minor treatments (5%)

- Carefully assess animals identified as abnormal/unhealthy and document findings.
- Notify Veterinarian or AHT on duty of ongoing condition of unhealthy animals following standard operating procedure.
- Under the direction of the AHT or Veterinarian, carry out minor medical treatments following standard operating procedures or technical guidelines.
- Document observations and treatments following standard operating procedures or operational guidelines.

Staff supervision (10%)

- Hire, mentor, encourage, train, supervise and evaluate a small unit of staff members within the Animal Care Services (ACS) department.
- Provide input into the evaluation of staff members with cross-departmental responsibilities.
- Seek feedback from clients to evaluate departmental effectiveness and provide
recommendations for operational or service delivery improvements.
- Actively build relationships across the department and with stakeholders and clients.
- Participate in intra-departmental meetings and provide input on University-wide research issues, including animal research and welfare.
- Effectively communicate departmental and University policy and strategy to ensure alignment.
- Provide one of the primary points of service contact for researchers undertaking research with animals at the University of Victoria.
- Develop and deliver training programs effectively to ensure proficiency and procedural compliance by staff and researchers.
- Respond to service requests in a timely and professional manner, providing effective follow-up communication to ensure clarity of requests and response.
- Develop and deliver professional, informative and accurate service bulletins, newsletters or other communication tools to educate and inform researchers and stakeholders of ongoing or changing procedures and policies.
- Following University policies troubleshoot operational support-related service issues effectively by leveraging internal and external resources to meet the client’s needs.
- Assist researchers with the preparation of Animal Use Protocols for the Animal Care Committee (ACC).
- Assist instructors with the planning and preparation of teaching laboratory sessions.
- Professionally represent ACS and/or UVic as a delegate at internal and external meetings, conferences and presentations.

**4. Classification Factors:**

(a) Independence of action, authority and decision making:
Work requires the development of methods, practices and procedures within broadly defined policies.

The Senior RLAT is responsible for monitoring changes in industry and regulatory agency policies and procedures, requiring regular review of the scientific literature and electronically published material from the regulatory bodies. Within the framework of the ACC, the Senior RLAT recommends and contributes to changes in departmental policy and procedure that are generally approved by supervisors and the ACC.

The Senior RLAT determines scheduling of day-to-day tasks for direct reports, and cross-departmental tasks, to some extent. The Senior RLAT determines whether operational support-related equipment can be remediated internally, or whether external resources are required.

(b) Accountability – scope and impact:
Individual actions and decisions have a major impact on the objectives and/or results of specific research projects and departmental programs and services and a moderate
impact to the success of the University of Victoria’s community of researchers using animal models. The Senior RLAT is responsible for establishing CCAC guidelines-based operational support programs and documenting procedures and activities that are carried out under ACC-approved protocols. Failure to meet guidelines may have an impact in the University’s certification of Good Animal Practice with the CCAC, thus affecting the University’s eligibility for Tri-Council funding.

(c) Supervision given and received:
Provides direct, formal supervision within a small work unit. Expected to provide cross-departmental supervision in cases of absence of other Senior RLATs. Administrative duties and procedures will follow well-established departmental norms, and rely upon University policies and procedures.

The RLAT Coordinator directly supervises the Senior RLAT with high-level guidance. Senior RLAT is expected to work with minimal supervision on a day-to-day basis, and generally with no supervision on the weekends, on holidays, and after normal business hours.

The Senior RLAT provides formal, direct supervision to 1 - 4 Animal Care Assistants, work/study students (possibly 1-2 per semester), and practicum students (1 – 3 per semester) from partner institutions (e.g. Vancouver Island University).

The Senior RLAT provides supervision to employees across the department in the absence of another Senior RLAT and evaluates and contributes to the selection of direct reports, and provides input into selection and evaluation of other ACS departmental staff members.

The Senior RLATS provide knowledge within an area of expertise and are expected to maintain and share their knowledge collaboratively, through working group meetings, events and other activities in support of animal care issues, including contributions to the University’s Animal Care Committee and its subcommittees.

(d) Budget, Financial & Material resources: Requires moderate responsibility for resources.

Each Senior RLAT maintains the petty cash account ($100) recommends moderate purchases with industry-related specifications, is responsible for the maintenance of hand instruments, cleaning supplies, personal protective equipment, and uniform inventories (approximately $5 – 10K), and maintains the inventory of operational support equipment, materials and supplies to meet client requirements.

The Senior RLAT recommends purchase of operational support-related equipment, repairs to larger pieces of equipment, and is responsible for supervising the upkeep of the mechanical rooms, storage, and shipping and receiving areas.

(e) Problem-Solving
Requires analysis of varying problems as well as judgment in the identification of solutions that are not always easily found. Similar problems are generally described in the scientific or trade literature. Internal and external expert resources are available to provide guidance on more complex problems. Generally, industry and regulatory guidelines and procedures can be relied upon, however there are times when research projects require modified solutions or creative methods of using existing equipment.

The Senior RLAT is expected to be proficient with literature searches using scientific publication databases (e.g. PubMed), published textbooks and the internet, and will leverage industry contacts and colleagues at other institutions to find information that may not readily or widely be available on operational support-related topics.

The Senior RLAT is expected to be able to troubleshoot minor failures in operational support-related equipment related to their specific area of specialization, (e.g. water quality instrument malfunction, autoclave quality control test failure, door alarms), identify
when expert assistance is required, and liaise with experts once they are engaged.

### 5. Summary of qualifications:

An undergraduate degree in a related field (e.g. Biology, Biochemistry, Microbiology) with a minimum of three years related experience, including experience with standard operating procedures and rodent and rabbit husbandry and housing systems (or equivalent combination of education, training and experience).

Further:
- RLAT certification with the Canadian Association of Laboratory Animal Science (CALAS) within one year of hire. Maintaining certification status is mandatory.
- Demonstrated leadership-supervisory experience, organizational, and client-focused service skills.
- Superior communication and time management skills.
- Proficiency with information/communication technologies (web searches/email/word processing/spreadsheets).
- Discretion, discernment and confidentiality.
- Must be able to learn barrier or modified barrier housing for rodent and rabbit species, including quarantine and isolation systems.

**Preference may be given to:**
- Advanced relevant training and/or experience working in a post-secondary or research environment.
- Advanced relevant training and/or experience working in a post-secondary, research or regulatory environment.
- Specialized experience in housing rabbits and rodents.
- Formalized advanced training in laboratory animal science/medicine (e.g. RMLAT, AHT).
- Demonstrated mechanical aptitude through employment or education experience.
- Experience or formalized training in project management.

Date of Submission: ________________________________

Signature of Responsible Manager: ________________________________