

**Procedure title:**

**Training of the committee members**

**Purpose:**

1. To describe the training of the committee members

**Scope:**

1. The SOP is applied to the AEC

**References:**

1. SANS Code 10386-2008

**Terminology / Abbreviations:**

AEC : Animal Ethics Committee

SOP : Standard operating procedures

**Procedure:**

The committee recognises that members are elected on the committee by their respective facilities based on their research experience and general experience on animal research or research on animal tissue.

1. As such the committee does not foresee the need for further training in general ethical principles and study design.
2. All new committee members will be provided with a copy of the SANS10386 guidelines
  - 2.1 If needed ethics committee members can spend a few hours at UP's controlled animal facility and zoology facility to gain a better understanding of items listed in SANS10386.
3. All new committee members will participate in a two hour induction session with either a senior member of the committee or the chair or the committee
  - 3.1 Items to be discussed include the SOP of the committee.
  - 3.2 General operations of the committee
  - 3.3 Any question that the new member may have.
- 4 A new committee member will be allowed to comment on all protocol from their period of appointment. However, for their first two meetings, comments or concerns they have with the protocol shall be discussed with the chair before being sent out to the researcher
- 5 If necessary, the AEC members should attend an ethics workshops aimed at further training institutional committee members.