

Job Description

Job Title:	Facility Manager and Clinical Veterinarian
Department:	Office of Research
Reports To:	Director, Research Ethics
Jobs Reporting:	Animal Health Technicians (AHT), Casual Staff
Salary Grade:	USG 15
Effective Date:	April 1, 2018

Primary Purpose

The Facility Manager and Clinical Veterinarian directs adherence to all federal and provincial legislation and guidelines by ensuring the ethical use of animals for the purposes of research and teaching. The Manager/Veterinarian will act as the general manager of the Central Animal Facility (CAF) while overseeing animal care technical services in four satellite facilities. General management involves overseeing the daily operations of the Central Animal Facility (CAF) and satellite facilities to ensure: current standards of animal health and quality assurance are met, adherence to federal, provincial, and university policies and procedures, and provide primary clinical veterinary medical care to animals. The Manager/Veterinarian will also serve as the in-house expert on issues requiring veterinary advice and counsel to all members of the university community and/or external stakeholders on matters related to animal-based research and teaching as well as the selection of appropriate animal models. The Manager/Veterinarian will participate in university committees related to animal research to ensure the facilities and processes support the use of animals in research and teaching undertaken at Waterloo in an adequate and efficient manner.

Key Accountabilities

Staffing and Training

- Fosters effective and cooperative relationships as well as communication with and between animal researchers, vendors, external stakeholders, AHTs, other staff and students.
- Assigns workload within the CAF and satellite facilities to ensure fair and equitable distribution of tasks which match the interests, skill and experience levels of the Animal Health Technicians (AHTs) and casual staff, while also providing for personal growth and development opportunities.
- Prioritizes tasks, assign rooms to the AHTs and schedules work in both CAF and Satellites to ensure that necessary support is available to complete all required tasks and ensure appropriate staffing levels during statutory holiday, vacation periods and approved training courses
- Ensures processes and resources are in place to provide for all necessary training prior to the start of the employment term for AHT's, students and researchers to maintain animal regulatory and safety compliance
- Ensures assessment and oversight processes and systems are in place to ensure the technical competence of each AHT and researchers in matters related to the ethical use of animals in research and teaching.
- Arranges the organization of animals, equipment, space and student participation for all research and teaching projects.
- Provides cost quotations to both internal and external researchers for procedures not covered by the per diem

- Trains AHTs or researchers in relevant processes and regulations as required in situations requiring the specific technical expertise of a veterinarian
- Participates in the performance appraisal process for AHTs and staff including ensuring staff progression through the established career path as appropriate
- Assists with the development of processes, systems, policies and procedures to ensure compliance including providing input into system design to automate workflow.
- Identifies and refer deviations from approved processes or research integrity breaches to the Associate Vice President Oversight and Analysis, Director, Office of Research Ethics and Animal Care Committee (ACC) Chair, as appropriate.

Administrative Compliance and Physical Facilities Oversight

- Provides advice and reports on optimization of set up and operation of the CAF and its satellite facilities as required. This includes but is not limited to, writing, revising, reviewing, analyzing and improving on standard operating procedures, policies and guidelines,
- Advises on specific compliance issues associated with legislation and guidelines pertinent to the animal research and teaching conducted at University of Waterloo (i.e., CCAC guidelines, Animals for Research Act, OMAFRA guidelines and policies, the Human Pathogens and Toxins Act, Controlled Substances Act).
- Plans and implement assignment and allocation of animal room space for all facilities to ensure optimal utilization of space and mitigation of disease
- Ensures AHTs and animal users/researchers are following established SOP's and applicable animal and human safety guidelines as required.
- Carefully monitors all facility operations and activities and, when irregularities arise, promptly notify the Director, Office of Research Ethics, Chair of the ACC or Associate Vice President Oversight and Analysis, as appropriate.
- Ensures preventative and ongoing maintenance programs are implemented for facilities and equipment
- Ensures Standard Operating Procedures are developed as required and reflect best practices within the industry and that they are regularly reviewed and routed appropriately for approval
- Oversees the ordering of non-routine supplies and capital equipment for CAF and satellites to ensure adequate availability and cost minimization.
- Orders animals for CAF and satellites ensuring that optimal use is made of surplus animals.
- Ensures required documentation and record keeping is completed at all levels (i.e., room, facility, institution etc.) as required by regulatory and institutional bodies (e.g., OMAFRA, CCAC, CAFAC, ACC).
- Immediately acts on problems with equipment and infrastructure (e.g., ventilation, lighting, controlled access) to contact appropriate repair personnel and ensure remedial activities implemented so as not to jeopardize the animals or the research/teaching.
- Ensures accurate and complete records are maintained for all required costing and charge back information for CAF and satellites (except aquatic facility).
- Promptly acts on any deviations from procedures (health, safety, security) utilizing an incident report form or protocol deviation form and performs follow up as instructed by the Director, Research Ethics or the university research integrity processes.
- Participates in ACC, Central Animal Facility Advisory Committee (CAFAC), departmental meetings to communicate changes and exchange information concerning the facility and its operations.
- Works with the CAFAC Chair and Director, Research Ethics to develop per diems for the CAF including revenue and expense projections.

- Chairs the departmental CAF meetings and attend meetings with the Director, Research Ethics and participate on other committees as required (i.e., ORE, ACC, CAFAC).
- Recommends animal training courses (both on and off site) to the Director, Research Ethics regarding technical and animal husbandry competency gaps for both AHTs and researchers.
- Works with the Director, Research Ethics to develop appropriate budgets, benchmarks, per diems and other financial metrics describing the operations and efficiency of the CAF.
- Develops alternate sources of revenue for the CAF to reduce dependence on Tri-agency funding and to ensure optimal utilization of available space and facilities,
- Remains current on advances in specialized fields by reading publications, attending conferences, seminars and workshops and reporting new information to the CAF management
- Distributes and keep records of drug inventories including controlled and narcotic substances.
- Provides evaluations of special equipment considered for technical upgrades to the facilities.
- Ensure compliance and recommended changes, as needed, with Waterloo's Crisis Management Programs and all related security policies and procedures for the CAF and the satellite facilities.
- Ensure all AHTs and other staff in the CAF participate in regular health monitoring including of the animals and maintains appropriate records.
- Prepares for and follows up on site visits by inspection agencies.

Clinical Veterinary Services

- Ensures AHTs are providing humane technical expertise using appropriate methods.
- Ensures the design and execution of both the micro and macro quality assurance programs reflect best practices from a clinical perspective
- Designs specific care protocols for bio-hazardous animals or animals injected with chemical hazards or quarantined requiring specialized procedures using equipment and protective clothing.
- As a full member of the University of Waterloo's ACC and CAFAC:
 - Attends all scheduled monthly ACC meetings
 - Attends all scheduled CAFAC meetings
 - Provides ongoing advice to the ACC on animal care issues, ethical issues in the use of animals in research and teaching which is specific to the protocol being reviewed,
 - Provides regular, ongoing and timely review and evaluation of all animal use project proposals (AUPPs) that are submitted to the ACC including: new AUPPs, annual renewal AUPPs, AUPP amendments, incident reports and protocol deviations and post-approval monitoring assessments
 - Provides clinical oversight and input into the Post Approval Monitoring (PAM) program
- Reviews and, as necessary, provides input into written materials related to Canadian Council of Animal Care (CCAC) assessments of Waterloo's animal care and use program to ensure the university retains its certificate of "Good Animal Practice".
- Review and, as necessary, provides input into responses to inspection reports from the veterinary inspector with Ontario Ministry of Agriculture and Food and Rural Affairs (OMAFRA) to ensure the university's facilities and practices meet OMAFRA requirements.
- Inspects the facilities on a rotational basis according to a schedule to be determined in conjunction with the ACC Chair.
- Assesses the current health status, health management and treatment of animals in the facility including an assessment of any animal illness, facility maintenance or animal hygiene issues and provides a monthly report to the ACC.

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- At the level of each AUPP, conduct an assessment of the: health management, endpoints, environmental enrichment, compliance with approved protocol, record keeping, adherence to SOPs, sample collection, emergency arrangements, experimental design, etc.
- Provides technical advice to the AHTs on any required sample collection for pathology analysis; and experimental animal health problems
- Provide on-site consultation with researchers as required including: the experimental design, the appropriateness of the animal model, health problems in research animals, logistics involved in studies involving animals, scientific input, etc.

Required Qualifications

Education

- Doctor of Veterinary Medicine degree
- Veterinary Certificate in Laboratory Animal Management or equivalent
- Licensed and in good standing with the College of Veterinarians of Ontario
- Degree/diploma in business/management

Experience

- Five+ years of clinical or institutional practice, preferably in laboratory animal medicine
- Working knowledge of veterinary medicine, surgery, anesthesia, pharmacology and pathology relevant to laboratory animals
- Three to five years of progressive management and/or other business experience with a proven track record including simultaneous management of multiple projects and direct supervision of personnel
- Proven record of having conducted scientific research, an asset
- Independent, proactive administrator with exceptional communication (oral and written), organizational skills, ensuring effective interaction broadly within the University and with external agencies.
- Must have initiative, the ability to be flexible, and strong problem-solving skills.
- Strong analytical skills, be able to interpret accurately, and apply agency and institutional regulations, policies and guidelines.
- The ability to work with confidential information, to work independently and as part of a team, and the capacity to work effectively and efficiently in a complex, fast-paced and hanging environment with numerous deadlines and priorities is essential.

Knowledge/Skills/Abilities

- Knowledge of the regulatory framework for animal use and care including: Ontario's Animals for Research Act, Canadian Council on Animal Care Guidelines and Policies, Tri-agency Framework Responsible Conduct of Research, Tri-agency Memorandum of Agreement concerning the administration of grants and awards, Canada Food and Drug Act, Human Pathogens and Toxins Act, Controlled Substances Act, Health of Animals Act, relevant Canadian Food Inspection Agency guidelines and regulations affecting the importation or use of animals in research and teaching, and biosafety guidelines. Federal and provincial wildlife statutes, best practices and current standards of the veterinary profession.
- Competencies include strategic thinking, people management, conflict resolutions, persuasion, interpersonal, organizational and communication skills
- Ability to work collegially with a wide variety of people including senior management, students, researchers

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- Provides senior leadership for emergency, crisis and issues to minimize risks to university and research/teaching.
- Ability to manage complex situations, exercise general management skills, negotiate and resolve conflict in ethically sensitive or time sensitive situations.

Nature and Scope

- **Contacts:** AHTs, researchers, senior university administration, students, suppliers, government agencies
- **Level of Responsibility:** staff management, budget management, daily operations management
- **Decision-Making Authority:** purchases of routine and non-routine equipment, development of standard operating procedures, identification of optimal mitigation strategies to minimize risks to animals or people
- **Physical and Sensory Demands:** concentrated periods of time at desk, working in laboratory environment which includes smells, dust, wet floors; possible exposure to pathogens or biohazards
- **Working Environment:** office based and laboratory; some travel to satellite facilities