

Veterinary Services Procedure

Version 4 - Approved 26 March 2024

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Purpose

This procedure describes the requirements and responsibilities related to the conduct of veterinary services where research and teaching activities involve animals.

Applicable governance instruments

Instrument	Section	Principles
<i>Research Policy</i>	2 Responsible Conduct of Research	2.1 - 21
<i>Australian Code for the Care and Use of Animals for Scientific Purposes 8th Edition</i>		
<i>Veterinary Surgeons Act 1987 (Tas)</i>	Part 1 section 3	
<i>Veterinary Surgeons Regulations 2022 (Tas)</i>		
<i>Animal Welfare Act 1993 (Tas)</i>		

Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policy and procedures can be found at: <https://www.utas.edu.au/policy>

Procedure

1. Introduction

- 1.1. The University, the Animal Ethics Committee (AEC) and University Representatives are responsible for ensuring that the care and use of animals for research and teaching purposes conducted on behalf of the University complies with the *Australian Code for the Care and Use of Animals for Scientific Purposes 8th Edition*.
- 1.2. This procedure applies to all members of the University community who conduct research and teaching activities involving animals (University Representatives).
- 1.3. University Representatives have personal responsibility for all matters that relate to the wellbeing of animals that they use, including their housing, husbandry and care. This responsibility extends throughout the period of use approved by the AEC until provisions are made for the animal at the conclusion of their use.
- 1.4. University Representatives wishing to perform a veterinary service during their research or teaching must only do so provided they have approval from the AEC and a current competency approval for the veterinary services they need to perform in accordance with this procedure.

2. Conduct of veterinary services

- 2.1. Veterinary services procedures within the University must be undertaken by either a registered veterinary surgeon, as defined in Part 1, Section 4 of the [Veterinary Surgeons Act 1987](#), or a University Representative under the following circumstances:
 - a) competency approval was granted within the preceding 12 months in relation to the provision of that service by a registered veterinary surgeon appointed by the University, or
 - b) a procedure is undertaken with direct supervision of a registered veterinary surgeon nominated or approved by the University in accordance with this procedure, or
 - c) a University Representative is a registered veterinary surgeon with a current license to work in Tasmania.

The circumstances in 2.1a)-c) will not apply where a University Representative provides veterinary services in an emergency and a registered veterinary surgeon is not available.
- 2.2. According to the *Veterinary Surgeons Act 1987*, veterinary services means services that form part of the practice of veterinary surgery, including, but not limited to, the following services:
 - a) the examination of, or attendance on any animal for the purposes of diagnosing the physiological or pathological condition of the animal, including testing or imaging for diagnostic purposes;
 - b) giving advice based on a diagnosis referred to in paragraph a), including prescribing treatment, drugs, medications or medical appliances;
 - c) performing medical or physical treatment on animals;
 - d) performing surgical procedures on animals;
 - e) administering an anaesthetic to any animal;
 - f) conducting pregnancy testing of any animal; and
 - g) carrying out, by manual operation or use of instrumental appliances, any procedure on an animal for artificial breeding purposes – but does not include any prescribed services.

3. Competency approval of University Representatives

- 3.1. University Representatives seeking to perform a veterinary service during their research or

teaching must be assessed as competent to perform the veterinary service by a University veterinarian.

- 3.2. The use of animals for the purposes of research or teaching must be approved by the University AEC before a competency approval assessment is conducted. Competency approvals will be valid for a period of 12 months.
- 3.3. The application for competency approval must be lodged through the Ethics Review Manager (ERM) online system. A University veterinarian will coordinate the competency approval process via the University veterinarian email account and ERM.
- 3.4. Competency approval:
 - a) may only be sought by individuals, not groups.
 - b) is personal to the University Representative granted the competency approval and may not be transferred or further delegated (e.g. a supervisor may not delegate to a student).
 - c) is specific to the veterinary service to which the application relates, and each service must be specified in an application for competency approval.
 - d) is usually determined following a practical demonstration of the veterinary service by the University representative. If a practical demonstration is not possible, an alternative arrangement can be discussed with the University veterinarian, see section 4.2.
 - e) may be revoked by the University veterinarian at any time by notice to the University representative where the University veterinarian reasonably considers that the University representative:
 - i. is no longer competent in performing the veterinary service
 - ii. has acted contrary to this procedure, or
 - iii. is performing veterinary services other than in accordance with, or outside the scope of, the competency approval.

4. University veterinarian

- 4.1. The University will appoint a University veterinarian.
- 4.2. The University veterinarian is responsible for
 - a) providing their professional assessment of an applicant's competency in conducting a veterinary service or approving another registered veterinary surgeon to do so, on behalf of the University.
 - b) keeping a written record of all competency assessments
 - c) arranging alternative competency assessments (e.g. video call, video recording) if practical demonstration is not possible.
- 4.3. The University veterinarian may or may not give competency approval based on their professional assessment of an applicant's competency in performing a veterinary service.

5. Annual reassessment based on prior competency approval

- 5.1. Competency must be reassessed on an annual basis.
- 5.2. Reassessment of a competency can be requested via ERM, prior to the expiration of the current competency or prior to re-starting the veterinary service. The reassessment process is the same as an initial competency assessment, with a practical demonstration of the skill, whenever possible.
- 5.3. Where it is not feasible to undertake a practical demonstration of the skill, such as when the

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veterinary service normally takes place in inhospitable or hazardous locations or where the service involves opportunistic sampling, it may be appropriate to assess the University Representative via a video recording, a face-to-face interview or electronic communications.

Related procedures

Research Ethics Procedure

Versions

<u>Version</u>	Action	Approved by	Business Owner/s	Approval Date
4	Approved	Deputy Vice-Chancellor (Research)	Executive Director Research Operations	26 March 2024
3	Approved	Deputy Vice-Chancellor (Research)	Executive Director Research Operations	5 April 2023
2	Approved	Deputy Vice-Chancellor (Research)	Executive Director Research Operations	11 April 2022
1	Approved	Deputy Vice-Chancellor (Research)	Executive Director Research Operations	18 November 2020

Definitions

[University veterinarian](#)

Schedule A: Competency Assessments Flow Chart

