Minutes

Our Ref: Doc.UBS.NPC.18.1.19

Date: Friday, 18/01/2019
Time: 1.30pm
To: Committee Members
At: Meeting Room, 1st Floor, 
Subj: Named Persons Committee

Attendees:  

Apologies: 

Mentioned within text:

1. Minutes

The minutes from the meeting held on 16th November 2018 were approved.

2. Matters arising

 noted that following the last meeting, she has created a poster for the reuse of needles and circulated to the committee for annotation.

 noted that the action point from the previous minutes concerning dissemination of information regarding overseas work and risk assessments had not been circulated. noted that there is a course available for this.

 noted that she had not received the email regarding Unconscious Bias training noted that some who have completed the course are not noted on the report so there may be issues with
reporting. stated that there was not a completion date for the training and will be recirculated to line managers.

3. Establishment Licence Holder Report

reported a recent Compliance Assurance Meeting where an individual had performed a regulated procedure without a personal licence. Despite raising awareness by putting up posters, compliance focussed training and circulating relevant compliance information, this is an ongoing issue. noted that the first step is to check that individuals are receiving all communications and are aware of their responsibilities.

stated that she has added a note to display the poster at the end of talks during PIL training courses. has already added the information to the Openness talk to remind individuals.

stated that she will also be changing the cover letter which accompanies the certificate and the registration form in order to make it clear.

noted that the new PPL Holder process will include a list of what needs to be done. This includes checking the authority of the people conducting work under their licence. This is a re-education task Reinforcing the responsibilities of the Project Licence Holder.

noted a recent Home Office themed visit which took place by . It was noted that was following up on a standard condition 18 report and mice receiving a Tamoxifen diet and Urethane injections also discussed the pros and cons of tunnel handling, the observation and detection of malocclusion in colonies and reuse of needles which was a theme outlined in the Home Office newsletter. The Home Office are collating information on this and are working towards mandatory no reuse of needles policy.

stated that a questionnaire regarding the reuse of needles and the justification was circulated. discussed justification for reuse would only be in extreme circumstances, where the drug is in extremely short supply and is incredibly expensive. He went on to say that the argument against this justification would be that this does not represent good science. also sent a survey to collect data on reuse within her units.

held a discussion with the committee regarding the recent Home Office visit. The discussion considered the pros and cons of tunnel handling. It has been noted that the various units have multiple ways of doing things with pros and cons to each. The committee discussed the various methods of handling and agreed that the process needed to be managed to ensure that essential monitoring was not missed e.g. with instances of malocclusion. stated that there should be a standardised procedure for tunnel handling so that movement across the units will be more transparent. Incidences of malocclusion have been noted but found to be significant when reported.
NACWO Reports

has conducted work with the Digital Ventilated Cage (DVC). This included programming of the cage to alarm when it needs to be cleaned. This exercise helped to find out how long the cage can be left between cleans. This analysis has concentrated on looking at the visual signs in bedding and monitoring of the ammonia levels directly above the toilet area.

will be delivering a talk at Congress this year on setting up of the DVC and usage. is interested in investigating further aspects occurring in the cage. suggested the use of ‘Bioburden’, which measures the bacteria level within the substrate. noted that it would be interesting to understand what levels are dangerous. contacted who do Bioburden testing and they were keen to conduct a collaborative study to investigate bioburden, gather data and understand how it measures against our cages. asked the directors for approval for this to be investigated. Action:

asked the committee if any units had an Allen town blower that she could borrow. are currently working on a price for a second hand rack mounted blower. stated that they would find out what they have available and will contact .

also noted the communications across UBS during the isoflurane supply shortage. raised concerns about the lack of central communication throughout this time regarding methods of obtaining Isoflurane and return of supply. The committee discussed the circumstances surrounding the dissemination of information via the vets and noted that future communications from UBS could be increased.

still restricting surgeries as this was noted during the recent Surgery tech meeting.


noted that has joined UBS Governance and Welfare and has been reviewing existing processes. Both will be dealing with all PPL work whilst takes paternity leave. This will allow to work with the units and will hopefully reduce some pressures during this time.

Also during this time will be relying on the support and assistance of managers and NACWOs and the project support teams within units. invited committee members to attend a Project Writing Course in order to keep up to date. If anyone wants to come and discuss anything please let and know.

has circulated the PPL holder update to NACWOs and deputy Directors. The update covered the following items;
- Changes to Deputy Director roles
- New PIL reviews
- Home Office EU licensing changes
- How to avoid non-compliances
Study plans and managing expectations in bringing these in
If there are any questions please contact [Redacted]

queried the method of disposal measures across units for HEPA filters of IVC’s, change stations and blowers. Used pre-filters left in an open area in one of the bio facilities, were raised as a concern during a safety visit. The official queried the process of disposal. clarified that whether disposal is via clinical waste or landfill, filters must be removed from site and disposed of.

stated that there is a NACWO meeting arranged for 1st February 2019. Primarily focusing on observations of rats and mice. There will also be further species specific meeting arranged. is currently finalising the questions for address within the meeting. to circulate when complete

noted that there will be an opportunity to submit images of animals, however not procedural, to go up on the walls of . The pictures will be covering large walls, therefore photographs must be high quality. Guideline state that the quality must be at least 300 dpi. There will be a nominal voucher for chosen images.

noted that there is an operations updated price list coming out shortly. There will be some benchmark data for mice and fish which was completed by . also circulated shortly. The exercise took place across and focussed on pricing of cage costs. The result of this data was that our cost/charity cost was very competitive. However, the overheads from the University come out more expensive.

provided an update to the existing hand over date of . The date of 8th February has been moved by a couple of weeks. anticipated that hand over would be delayed until March and that this would not provide any substantial hold ups to the existing timeline.

5. Deputy Directors Reports

discussed the change of procedure for PIL reviews with the committee. The Home Office have previously conducted PIL reviews every 5 year. This ceased for some time, but has been reinstated as a process for personal licence holders to undergo. The Home Office have identified that they would like the University to conduct the review process.

The process created by has been done quickly, but seems to be working so far. If there are any issues or feedback please let know. outlined the purpose of the review. It asks questions such as whether or not the licence holder use all categories of the licence. Any categories not in use would be removed from their licence. Reviews will require proof of training; Camtral records, training records and logs of procedures illustrating the licence category use. Managers to sign off at the end of the review. will send out the form to the committee following the meeting. Please respond with any queries, problems or feedback.

has found that a number of PIL holders are not contactable. Reasons for this are generally movement from the department or University. Many licenses are not being revoked. asked if there are any people who have left any departments or facilities, please revoke them.
The review process has highlighted that people are not being reassessed for competency. is therefore having to give a further three months for individuals to provide the correct paperwork.

noted that the PIL fees will be going up. Fees have not increased for a number of years and fee increases are compatible with the new system replacing ASPeL. clarified that the revoke requests will prompt the system not to send review reminders.

noted that non urgent personal licence applications may wish to delay submission to UBS until the new billing year which begins on 1st April 2019. suggested that managers check with the person paying for the licence before processing it. Revokes must also be completed before the 31st March 2019 to avoid billing for the following year. noted that new internal review processes will in the long term help with revocations and movements.

6. Named Persons Information and Updates (NVS, NIO, NTCO)

NVS report
noted that the Surgery Technician meeting which took place last week went well. During the meeting members talked about new equipment in some of the units, e.g. Sevoflurane set up. Also discussed were the common problems with new PIL holders which included lack of preparation specifically within batch surgeries. noted that members discussed mixing Pentobarbitone and Lidocaine which is reported to be less uncomfortable for the animal. notes that this combination may be trialled.

NIO report
reminded committee members about the Surgery Technicians LASA meeting 27th and 28th February 2019.

The NIO report was circulated to User Group meetings prior to the meeting. raised key themes from the report such as the UAR Workshop on 26th February 2019. circulated a Reuse of Needles poster and confirmed that the CamTech Care Deadline for the next issue will be the third week of April 2019.

NTCO report
followed up on an email sent to NACWO’s regarding ‘Conforming to DOPS’/Competency Framework document. received 5 responses to advise that they had put this in place. All managers to distribute the framework document to existing technicians and receive signatures within 4 weeks (15th February 2019).

noted that new employees will receive the form within the induction paperwork and will be held on file immediately. will send an email confirming the deadline for NACWOs/ Managers. clarified that individuals are able to sign the document if they have not yet been assessed against DOPS. It is simply signing to confirm that they will adhere to the training standards.
discussed and clarified that information must go into the onsite training file and a hard copy filed off site with HR. Please complete the same process for the RPE form.

noted that the FELASA application for accreditation has been sent, which means that UBS will be accredited in 6-9 months.

On 1st February 2019, the training team will be introducing new Handling Forms for PIL holders. will circulate the information. Any feedback please let her know. The forms are relevant to rodents at present but will be developed to include other species in the future. There will also be additional guidance for the person conducting the handling assessment and the learner.

confirmed that has joined the UBS training team. Camtral will be updated by end of March which will make it easier to use. In the spring, the training team will hold sessions for Camtral or visits by to facilitate ease of use.

Upcoming courses are as follows;
• Assessors Course – 7th February 2019.
• Train the trainer Course – 20th February 2019 and
• Nominated Assessors Course 27th March 2019
• IAT classes start on week commencing 21st January 2019.

noted that there are places available on the courses and can all managers please recommend people to take part.

Each unit has one accredited or nominated assessor, but this could be increased. 5 units still have not put anyone on the Train the Trainer course. Please support the courses that are taking place. The courses may be included within CPD and become accredited in the future.

So far 100 DOPS have been written and 550 assessments completed, who completed a large proportion of these and would like to offer a bottle of wine for her hard work.

7. Operational Processes

confirmed that although has joined the training team she will still be looking after the bank staff and continue to work on the temp-perm scheme.

has drafted a new feedback form for people who have the temp-perms to fill in. This will make it easier to assess whether they are suitable for the role. Please let know if there are any problems.
noted that S3 have a new social enterprise called ATDP which aims to get more technicians into the industry. This is being trialling by the University. will be taking on one individual, there will be another individual made available if this goes well.

queried whether agencies should disclose any information which might affect the type of RPE. confirmed if temporary staff require specific equipment (such as air flow helmets), it would be useful to keep spares in the facilities.

The committee discussed issues whereby staff might need special requirements and adjustments. The University must be aware of issues that might affect the ability for individuals to work in the unit and whether there are any reasonable adjustments.

8. Outreach/Openness/Media

noted that Cambridge IAT committee were meant to contact the University regarding 'International Animal Tech Day'. NACWOs and managers will have an event to celebrate the technicians and a competition with quizzes and prizes. During this event there will be technicians nominated for outstanding work, going over and above, making a difference under 3Rs. and to confirm a date.

Please could any images for the walls also be sent across to for use on UBS webpages and CamTech Care and for training use.

are interested in any stories relating to conditions linking the researcher, public and science. The story concerning OCD and the marmosets was a great success. Any subject ideas, please report back to

reminded committee members of the Science Festival, which takes place on 17th and 18th March 2019 at the Guildhall. encouraged all to attend if possible. If anyone has anything to add to the theme for the stand, 'Look back at the last 25 years of 3R's and look forward to the next 25 years'. There will be a timeline on the front of the stand, so please submit any ideas and photos to.

9. Any other business

None noted.

10. Discussion Topic/Presentation

Date of next meeting: Friday 15th February 2019