



University of
St Andrews

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YEARS

Review of Named Persons: NIO & NTCO

December 2015

HOLC & NIO

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University of St Andrews: A Medium Sized Establishment

UK in 2011:

15,403 personal licences; 2,624 project licences

University of St Andrew in 2015:

65 personal licences;

14 projects;

2 new applications with Home Office

Source: Home Office

Animal research in the St Andrews

Licensed animal use (RoP) for 2014

Species	St Andrews (%GB)	Great Britain
Mice	1533 (0.05 %)	2.9 M
Rats	370 (0.15 %)	0.25 M
Birds	226 (0.16 %)	0.14 M
Xenopus	95 (0.71 %)	13, 357
Zebrafish	28 (0.01 %)	0.29 M
Seals	201**	-

Due to range of species multiple NACWOs/NTCOs are required

- In 2014, SMRU handled and released 201 seals (as reported to Scottish Government under the Marine (Scotland) Act licence).



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Named Training and Competency Officer (NTCO):

- Perform unit inductions – amongst first to meet researcher
- Train and perform handling & sexing assessments
- Involved with AWERB
- **Administers** training system
- Responsible for ensuring there is **evidence** that researchers are adequately trained...however they are unlikely to do the work themselves
- Endorse personal licence applications
- Identify relevant people to train others in specialist procedures
- Ensure training meets EWG learning outcomes

“Responsible for ensuring that the staff are adequately educated, competent and continuously trained and that they are supervised until they have demonstrated the requisite competence.”

Guidance on the operation of the Animals (Scientific Procedures) Act 1986

How the NTCO role works

Unit 1

- Sea Mammal NTCO is not the NACWO; this is 2 separate roles
- Unit developed database;
 - This works for their low numbers
 - 1 project for department
 - Approx. 10 seals per year in an outdoor pool
 - 20 personal licences
 - A single person administers the database (offline)
- Fish NTCO is also the NACWO:
- Customised the above database to meet aquarium needs
 - One person administers database



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How the NTCO role works

Unit 2

- Multiple locations
- Same line management structure with technicians/users can work in multiple units.
- Larger numbers (more projects, more users, more animals)
- Online SharePoint System with login
- Training records are Excel files (“checkout” function)
- Individuals/Supervisors to update files
- Rodent and Bird NTCO to monitor

A solutions that work across the board is required.



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Named Information Officer

NIO = HOLC

- Delivered local module for those involved in animal research
- Information is forwarded to users and technicians (through email)
- Organise external training
- Involved with AWERB
- Coordinates with Freedom of Information Officer
- Establish and maintains a network
 - Part of NIO network
 - Network with University of Dundee & Aberdeen
- Coordinates efforts for the Concordat on Openness
- Provides guidance to users/technicians

“A person who ensures that the staff dealing with animals have access to information specific to the species housed in the establishment..”

Guidance on the operation of the Animals (Scientific Procedures) Act 1986



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Challenges & Achievements

- Diversity in species
 - Multiple Training officer and central information officer
- Lack of dedicated time for the role
 - Mechanisms are in place
 - Individuals may need to take ownership of own records
- Developed SOPs for all regulated procedures
 - To detail level required for competency
- Assessing new skills to the University
 - Some examples of good practice



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