

Regulation - Diploma of specialised veterinarian Dipl. SVLAS
Diplomate specialised veterinarian in laboratory animal science"

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1 Areas of expertise

1.1 Veterinarians in the field of laboratory animal science

The laboratory veterinarian assumes a central role in the management of laboratory animals, the application of animal protection and the 3Rs principle (replace, reduce, refine) and supports researchers in the planning, execution and monitoring of animal experiments.

Postgraduate recognition in the field of laboratory animal science for the title of specialised veterinarian "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science) represents a certification of professional skills based on a catalogue of competences.

1.2 Objective

The purpose of this postgraduate recognition of veterinarians in the field of laboratory animal science is the awarding of the title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science). By this regulation the association "Swiss Association of Veterinarians in Industry and Research" (SAVIR) sets the procedure for this postgraduate recognition.

Compliance with the present regulations is a prerequisite for obtaining the title "Dipl. SVLAS" (Diplomate as Specialised Veterinarian in Laboratory Animal Science).

1.3 Definitions and mandate

The scope of this regulation includes the postgraduate recognition of veterinarians in the field of laboratory animal science with the aim of covering the basic procedures related to laboratory animals. The basis of this recognition is less in the differences between species but more in the basic principles in the care and use of laboratory animals in animal facilities. Specialised veterinarians are particularly important for/in regards to:

- the development and application of the 3Rs principle and the protection of animals.
- basic veterinary care of laboratory animals
- the veterinary management, monitoring and/or planning of the facilities in which the animal experiments are carried out
- surveillance of animal holding and care before, during and after an experiment including specific treatments and/or breeding of laboratory animals
- transport of animals at national or international level
- planning, monitoring and execution of animal experiments (study design)
- assessment of results and reporting
- consulting, basic, continuing and qualifying training for the personnel involved in the experiments
- support of researchers as an animal welfare delegate
- members of ethics committees and/or other working groups in the field of laboratory animal science.

1.4 Cooperation for the award of the title

"Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science) is linked to the association SAVIR ("Swiss Association of Veterinarians in Industry and Research"). SAVIR is responsible for representing veterinarians in the field of laboratory animals. The place of jurisdiction is at the residence of the SAVIR presidents.

The Training Department of LTK-ETHZ of the "Swiss Network on Education in Laboratory Animal Science" specialises in basic training and further training of specialised personnel in the field of animal testing (animal keepers, experimenters and experiment managers) and is a recognised partner of the Federal Food Safety and Veterinary Office FSVO. The expertise of this network is available for the post-graduate recognition of veterinarians in the field of laboratory animal science.

1.5 Responsibilities

The committees (see section 2.) for the postgraduate recognition in the field of laboratory science and the SAVIR steering committee adopt this regulation and its annexes for the award of the title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science) and support the additional missions of application, verification and improvement of this regulation. For the application and administration of the postgraduate recognition a training secretariat will support both committees (see section 4.).

The committees will award the title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science) in the name of SAVIR.

The title "Dipl. SVLAS "(Diplomate Specialised Veterinarian in Laboratory Animal Science) is protected under private law in Switzerland and can only be assigned by SAVIR.

2 The committees

Specific committees should evaluate members who need to demonstrate knowledge in different areas of laboratory animal science to cover the broadest spectrum of knowledge.

All decisions and votes of the committees will generally be decided by a simple majority for which no quorum is required. An equality of votes must be avoided if possible by an odd number of voters. In the opposite case, an equality of votes corresponds to no agreement.

2.1 Description of committees

2.1.1 Credential Committee

- includes at least 5 members of SAVIR
- the evaluation of the application file is under the responsibility of a subcommittee which is composed of 2 members of the admission committee

2.1.2 Examination Board

- includes at least 5 members of SAVIR
- a subcommittee is responsible for each final exam. It is made up of 2 members of the examination board or, if applicable, a member of the examination board accompanied by an external specialist if necessary (depending on the required topics of the examination).
- If an external specialist is provided for the examination, the decision will be made by a simple majority of the examination board

2.2 Term of office of committees

The term of office of a member of one of the committees is 2 years. Re-election after the end of the mandate period is possible. A member cannot be active in both committees.

2.3 Members of committees at creation

The first members of the committees for the postgraduate recognition in the field of laboratory animal science will be after filing their own file confirmed by SAVIR in their role and should not be elected. Le title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science) they will be awarded an honorary diplom. This attribution is made by SAVIR and on recommendation of the Training Department of the LTK-ETHZ of the "Swiss Network on Education in Laboratory Animal Science".

Members who have been designated in this manner must at least complete a term of office to ensure that there are enough new holders of the title ("Dipl. SVLAS") available for the next term of office.

2.4 Selection of committee members

At the end of the term of office the committee members must be re-elected at SAVIR's General Assembly. Any holder of the title ("Dipl. SVLAS") is an elector and eligible.

At least two members of each committee must stand for re-election per term of office in order to ensure continuity. After the end of a term of office of a committee, re-election to the same committee or to other committees is possible.

3 Mentors

All holders of the title ("Dipl. SVLAS") must be available as mentors for candidates on request. Exceptions to this rule may be accepted and must be justified and authorised by the training secretariat after discussion with the two committees. Each mentor may decide to accept several mentors, but this should not prevent adequate support for each candidate. The training Secretariat will make a list of mentors available as soon as the announcement of the application in the field of laboratory animal science has been submitted. The candidate can independently contact potential mentors and ask for their support. The mentor support agreement must be confirmed by signing a statement of consent that the candidate must send to the training secretariat.

There is no obligation to use a mentor for the candidate after the announcement of the application for recognition in the field of laboratory animal science. This possibility is offered to the candidate and represents support.

Mentors cannot be involved in admission and examination and must in this case recuse themselves (for admission and examination).

4 The training secretariat

Administration and communication roles of the training secretariat:

- Organisation of the candidate registrations (see section 5.3)
- Organisation of the examination of the administrative file for the administration committee (see section 5.4)
- Organisation of the oral examination by the examination board (see section 5.5)
- Written information of the candidate (and mentor) of the examination board's decision.
- Organisation of appeals
- Sending the graduation certificate
- Liaison function between the candidate, the SAVIR steering committee and the two committees.
- Evaluation of continuous training (recertification)

5 Examination procedure

The examination procedure consists of several steps:

1. Registration for postgraduate training in the field of laboratory animal science (see section 5.3)
2. Assessment of the application file (see section 5.4)
3. The final oral examination (see section 5.5.)

The training secretariat is responsible for processing section 1. The credential committee is responsible for processing section 2. And the examination board is in charge of section 3. In general, all stages can be done in German or French provided the candidate and the examiner agree. If this is not the case, the exam will be done in English. The choice of language will be communicated by the candidate when the date of the exam is decided.

5.1 General points

The following generally applies:

- The fact that a person who, during the examination uses unfair practices that may influence the outcome of the examination, is considered to be dishonest. The following are considered to be unfair, in particular but not exclusively: consultation with other candidates, the exchange of answers or the use of unlawful means. In this case, the examination result of the person convicted of cheating will be classified as "not received".
- In the event of an unjustified absence from the examination, the candidate is considered to have failed the examination.
- Any attempt to influence the committees is considered unlawful and will be disciplined by SAVIR. (dismissal, in the case of repeated offenses, exclusion of the candidate or removal of the title "Dipl. SVLAS").

5.2 Conditions for registration for postgraduate recognition in the field of laboratory animal science

The candidate must fulfil the following conditions for registration:

- Place of residence or work in Switzerland
- Federal diploma or diploma in veterinary medicine recognised in Switzerland
- Active member of SAVIR
- Basic training (module 1 or 20 in Switzerland) or equivalent training that is officially recognised in Switzerland.
- Training as an animal experiments manager (LTK module 2 in Switzerland) or equivalent training officially recognised in Switzerland.
- If no official recognition has been made, the Training Department of LTK-ETHZ "Swiss Network on Education in Laboratory Animal Science" will evaluate this training.
- At least 4 years of experience as an experimenter and/or experiment manager in Switzerland or abroad.

The training secretariat will decide upon any exceptions in agreement with the credential committee.

5.3 Registration for recognition in the field of laboratory animal science

Applicants must register by providing the following information to the training secretariat:

- Title, surname and first name
- Curriculum Vitae in tabular form
- Cover letter
- Evidence that the conditions for postgraduate recognition in the field of laboratory animal science are met.
- Full payment of registration fees for the first part of the procedures (see section 7)
- Choice of languages (for the exam)

Depending on the needs, the training secretariat may, in agreement with the credential committee, ask for additional information. Upon confirmation by the training secretariat that all conditions are met (this includes the payment of registration fees), applicants will be informed in writing of their registration in post-graduation recognition. The training secretariat ensures the candidate receives the list of mentors holding the title ("Dipl. SVLAS").

5.4 Submission of the application file

Candidates use the catalogue of competences to create their file. It must be delivered in digital form (.pdf or .docx format). The assessment will include:

- Personal data (CV)
- detailed information on all requirements according to the catalogue of competences
- certificates that prove the data in an understandable way
- the form for attesting the accuracy of the data.

5.5 Assessment of the application file

Two members of the credential committee will each form a subcommittee for each candidate and judge the application file as "sufficient" or "insufficient".

In case of divergence within the sub-committee for the judgment of the application file, the complete committee will decide on admission to the examination. A final decision (sufficient or insufficient) will be made by majority vote.

5.5.1 "Sufficient" assessment

For a "sufficient" assessment, the two members of the subcommittee choose two themes from the catalogue of competences for which the candidate has the least experience. The subcommittee may also propose additional points as potential questions for the oral examination.

The two chosen topics must be presented by the candidate during the final oral examination (see section 5.5).

The training secretariat informs the candidate (and his or her mentor) in writing about the decision and provides the date for the final oral examination.

The candidate must confirm in writing the date, the language desired for the examination and his/her participation in the examination to the training secretariat.

5.5.2 "Insufficient" assessment

In the event of assessment of the file as being insufficient, the candidate and their mentor will be informed in writing by the training secretariat on this assessment and on topics that are considered to be "insufficient". A new application file can be made at the earliest one year later.

5.5.1 Recovery

The candidate has a 14-day appeal period after being informed about the decision; this appeal against the decision of the credential committee must be submitted within this period in writing. The appeal will be managed by the examination board. A final decision on the assessment of the file will be notified in writing within 3 months to the candidate and their mentor by the training secretariat.

5.6 **Second part of the recognition: the final oral examination**

A "sufficient" assessment of the application file is the condition for admission to the final oral examination provided that the fees for this second stage have been paid.

The candidate must arrive in the exam location 15 minutes before the official start of the exam and identify themselves with an official ID.

The two themes chosen by the credential committee in the catalogue of competences of the candidate must be presented by them during the final oral examination. Presentations must last at least 30 minutes but must not exceed 45 minutes. The review subcommittee will interrupt any presentation that lasts longer than 45 minutes. Subsequently, the examination subcommittee will ask questions on the topics presented. They can also ask questions about other topics in the catalogue of competences in order to better assess the knowledge required by this title (based on the application file). The maximum duration for the final oral examination is 120 minutes maximum.

A subcommittee of the Examination Board is responsible for each final oral examination. It consists of two members of the examination board or a member of the examination board and an external expert as needed.

The responsible subcommittee will evaluate the final oral examination as "sufficient" or "insufficient".

5.6.1 "Sufficient" assessment

In a "sufficient" assessment the final oral examination is regarded as successful.

The examination board may inform the candidate directly at the end of the examination or let the training secretariat inform the candidate and his/her mentor in writing within two days of the review of the decision.

5.6.2 "Insufficient" assessment

In the case of the file being evaluated as insufficient, the candidate and their mentor will be informed of this assessment in writing by the training secretariat. The candidate can re-register for the next exam session and must pay a lower fee (see section 7.).

The final oral examination can only be repeated twice at most.

An "insufficient" assessment is also given to anyone who registers for the examination but does not confirm their participation in time, or in the case of unjustified absence from the examination.

5.6.1 Recovery

The candidate has a 14-day appeal period after being informed about the decision; this appeal against the decision of the examination board must be submitted within this period in writing. The appeal will be managed by

the credential committee. A final decision on the assessment of the exam will be notified in writing within 3 months to the candidate and their mentor by the training secretariat.

5.7 Timetable of the procedure

1. Registration for postgraduate recognition in the field of laboratory animal science (see section 5.3)
 - is possible at any time
2. Submission of the application file
 - the deadline for submission of the application file is 15th October in order to be evaluated in the next admission period
3. Assessment of the application file (see section 5.4)
 - takes place every year from the end of October
 - notification of the decision by the end of February of the following year at the latest
4. The final oral examination (see section 5.5)
 - takes place every year in June - July
 - notification of the examination date: at the end of February at the latest
 - within 4 weeks after this notification, the candidate must confirm his/her participation.

If necessary and if resources permit, a second exam session can be organised.

6 The attribution of the title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science)

Before the title "Dipl. SVLAS" (Diplomate as Specialised Veterinarian in Laboratory Animal Science) is awarded, all the conditions must be met, all the parts of the recognition passed as well as the fees paid.

SAVIR will grant the title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science) by the official sending of a diploma which empowers the veterinarian to officially use the title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science).

Illegal use of title "Dipl. SVLAS" (Diplomate as Specialised Veterinarian in Laboratory Animal Science) may have consequences in criminal law.

6.1 Validity of the title

Only SAVIR members have the right to use the title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science). For sustained use of this title, the specialised veterinarian must pay the annual recertification fee as well as proof of continuous training until the 31st of December. Each holder of the title ("Dipl. SVLAS") is responsible for sending proof of continuous training and for updating this personal data (including the email address).

The holder of the title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science) will lose their title if they cannot prove their continuous training in the field of animal experimentation (as it stands in 2018: 4 days of continuous training in 4 years).

The training secretariat will send a reminder by email to all holders of title 3 months before the deadline and is responsible for reviewing the documents. The holder of title is responsible for communicating any change of address to SAVIR. SAVIR cannot be held responsible for any consequence of a breach of this rule.

For title holders who are active in Switzerland, a screenshot of the eTV is enough to prove that their training is continuous. For all others, the assessment of continuous training will be done on certificates. These must be sent in electronic form with data on the duration and content of this training.

For the holders of the title of ("Dipl. SVLAS") abroad, an active membership of SAVIR is essential in order to retain the title.

6.2 Special regulations for Dipl. ECLAM

Holders of the title of Dipl. ECLAM who have passed the final examination of the "European College of Laboratory Animal Medicine" (ECLAM) may apply to SAVIR to receive the title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science) if they fulfill the following conditions:

- official proof of acquisition of the title Dipl. ECLAM
- Active member of SAVIR
- proof of basic training (module 1 or 20 in Switzerland) or equivalent training that is officially recognised in Switzerland.
- proof of training for animal experiments manager (LTK module 2 in Switzerland) or equivalent training officially recognised in Switzerland.
- registration for postgraduate recognition in the field of laboratory animal science (see section 5.3)
- a "sufficient" assessment of the application file

Holders of the title of Dipl. ECLAM are exempted from the final oral examination and receive the title "Dipl. SVLAS" (Diplomate as Specialised Veterinarian in Laboratory Animal Science) without additional requirements as indicated above.

The conditions for the validity of the title (see Chapter 6.1) are also valid for ECLAM diplomates.

7 Fee schedule

The full and timely payment of fees is an integral part of the postgraduate recognition in the field of laboratory animal science for obtaining the title "Dipl. SVLAS" (Diplomate Specialised Veterinarian in Laboratory Animal Science). Fees must be paid before the granting of the title.

Fees include:

- CHF 2000 for the first complete procedure (section 1 to 3)
 - CHF 650 for admission
 - CHF 1350 for the final exam
- CHF 600 for an assessment of a file which was in the first instance evaluated as "insufficient"
- CHF 1300 for a rehearsal of the final oral examination
- CHF 50 for the annual re-certification (assessment of continuous training)

In the event of an unjustified absence at the final oral examination, no refund of fees will be granted. In the case of justified exceptions the decision will be made by the members of the responsible committee on a case by case basis. No appeal against this decision can be accepted. As a general rule, no refund will be granted.

8 Final provisions

- This regulation with its annexes have been formally approved by the general assembly of SAVIR on the 24th April 2018. It comes into effect on 25th April 2018.
- This regulation with its annexes is available in German and French, and has been translated into English. In case of interpretation problems, the German language version shall prevail.

9 Changes and entry into force

- The present regulation and its appendices were accepted by SAVIR's general meeting on 24 April, 2018. It will come into force on 25 April, 2018
- The changes to this regulation and its appendices will be proposed by the two committees as well as by the training secretariat and presented for validation by the general meeting of SAVIR by majority voting of those present. In case of a tie vote, the decision will be made by the SAVIR President.

Zürich, 24th April 2018

Signature
Dr. Richard Weilenmann
Chairman SAVIR

Signature
Dr. Claudia Weigt
Secretary SAVIR