Animal Care Technician

Bio-economy Skills Profile

BioTalent™
Canada

Building skills for Canada's bio-economy

About BioTalent Canada

Helping Canada's Bio-economy thrive globally

Canada is a world leader in biotechnology—the application of living organisms to industrial, agricultural, medical and other processes and products. To maintain and build on this leadership, the sector needs highly trained, job-ready people.

By acting as a national hub and central resource for employers, job-seekers, students, educators and government agencies, BioTalent Canada helps make this happen.

The opinions and interpretations expressed in this publication are those of the author and do not necessarily reflect those of the Government of Canada.

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About the BioTalent Canada bio-economy skills profiles

Biotechnology's fusion of science and business creates unique requirements for occupations in the sector. Executives and managers must have technical expertise; technical staff often need multiple skill sets. Occupational descriptions from other sources don't always fit the bio-economy context. That's why, in partnership with industry stakeholders, BioTalent Canada has developed skills profiles specific to the bio-economy including this description of the role animal care technician.

Occupational Definition

Animal care technicians (veterinary/aquatic) provide husbandry, health care and surveillance and research support for laboratory animals, in keeping with regulatory requirements. They provide care for a variety of terrestrial and aquatic species involved in various research studies. Animal care technicians may clean animal housing units, empty waste matter, fill cages with fresh bedding, groom animals and prepare and feed animals according to established policies and procedures and/or individual research protocols. The focus of their work is to provide clinical expertise such as pre and postoperative care, administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinarians or scientists. Obtaining and testing laboratory samples, providing surgical and anaesthesia support, sourcing and ordering animals, and controlling and administering drugs are also done under the direction of a veterinarian. Innovative technologies in a research lab may create a unique skill set such as "Transgenic Technologist", a highly specialized skill to produce modified embryonic stem cells and embryos.

Animal care technicians are employed by animal hospitals and clinics, animal shelters, breeding and boarding kennels, zoos, hospital and university research laboratories, industry or may be self-employed. They work with scientists, physicians, veterinarians, laboratory technicians and other animal care attendants. Animal care technicians work for Canadian biotechnology companies of different sizes (i.e., small, medium, large) and in various biotechnology areas such as:

- Agriculture
- Aquaculture
- Bioproducts
- Bioscience
- Genomics

- Human and Animal Health
- Life Sciences
- Medical Devices and Technologies
- Nutraceuticals
- Pharmaceuticals

Components of the skills profile

Every BioTalent Canada skills profile presents the areas of competence, tasks and sub-tasks associated with a specific occupation.

Area of competence (AC): This describes a major function or responsibility associated with the profession, trade or position.

Task: This is a specific, observable unit of work with definite start and end points. Tasks can be broken down into two or more steps and are generally performed in a limited period of time. Tasks and ACs are identified in behavioural terms, beginning with a verb that describes the applied behaviour.

Subtask: This is a distinct, observable activity that comprises the steps involved in a task.

Important Action/Performance Standard: This provides a criterion for assessing competence and may be used as a performance indicator.

Focus on competencies

The BioTalent Canada skills profiles are built around *areas of competence* because competencies are flexible, inclusive and linked directly to performance: they are the traits or qualities a professional must have to succeed in a given role within a given organization, and can be used for recruiting, professional development, curriculum planning and many other purposes.

How to use the profiles

The complete contents of this or any BioTalent Canada skills profile are unlikely to be used for any one position. Because they are comprehensive, they include every area of competence, task and subtask that *could* be required for a specific occupation. In reality, the definition of a given job will encompass a narrower subset of the profile. Hiring organizations must choose the elements of the profiles that are relevant to their businesses—and tailor those elements as necessary to more precisely describe their particular job requirements.

The profiles can be put to many uses:

- *Employers* can use them to develop job descriptions, performance evaluations, professional development, succession planning, team building, target skills needed, and recruitment plans.

- *Job seekers* can use them to tailor their resumes, prepare for interviews, see job descriptions and identify additional professional development needs.

- *Educators* can build industry-oriented curricula from the profiles to produce job-ready graduates.

- *Students* can enhance their understanding of employers' expectations and choose the right educational programs to equip themselves with the skills for success.

Scenario

The following illustrates how an employer might use the BioTalent Canada skills profiles to identify professional development priorities for his or her team.

Step 1
> The employer would review the ACs for each occupation and identify which apply to the related positions within his or her company, omitting those that are not relevant.

Step 2
> Under the selected ACs, the employer then notes which of the associated tasks, subtasks and important actions are relevant to that specific position within his or her business.

Step 3
> Now with a complete, tailored profile, the employer can assess employee performance. Needs areas are easily identified and defined—to a significant depth of detail.

Step 4
> Based on the needs analysis, the employer can either develop or seek out professional development programs that address employee needs areas.

Situational Analysis

Animal care technicians provide for and ensure the care and well being of animals in research facilities and laboratories. They often oversee the work of animal care attendants. Animal care technicians provide husbandry, health care and surveillance and research support for laboratory animals (terrestrial and aquatic species), in keeping with regulatory and research protocol requirements. They provide care for a variety of animals (both large and small) involved in various research studies, administering medication and/or vaccines, and observing, monitoring and recording observations and information on research animal behaviours and health. Research facilities and laboratories employ animal care technicians, who work with scientists, physicians, veterinarians, and animal care attendants.

Animal care technicians may be responsible for:

- Sourcing and ordering animals;
- Preparing food and feeding animals, fish or birds at scheduled intervals;
- Cleaning and disinfecting cages, pens and surrounding areas;
- Shampooing, clipping and grooming animals;
- Inoculating and treating animals under the direction of a veterinarian;
- Assisting animal breeders to handle and nurture animals;
- Assisting scientists and researchers in conducting tests and surgical procedures with animals; and
- Monitoring and documenting animal behaviour.

The occupation requires a high school diploma and also a degree or diploma certification from a 2-3 year college program and calls for an ability to work closely with animals (of all sizes/breeds). This provides the training to provide for the care and well being of the animals in a research facility and also to provide technical support – medication dispensing, general health assessments, surgical and medical intervention assistance – to veterinarians.

Animal care technicians work closely with veterinarians in providing medical care to animals in a research study. This could include providing routine postoperative care, obtaining and preparing samples for laboratory examination under the supervision of veterinarians or scientists, providing surgical and anaesthesia support, sourcing and ordering animals, and controlling and administering drugs under the direction of a veterinarian. Technicians may also be called on to provide animal care training (needs, guidelines and regulations) to others working in the research facility (new hires, animal care attendants, other technicians, researchers). Animal care technicians may also be asked to participate in meetings with scientists, clinical trial managers and associates, veterinarians to review animal care and/or to receive information related to animal care.

Animal care technicians should possess an affinity for working with animals and providing for their care. Technicians must be organized, observant and detailed oriented – able to ensure protocols and procedures are followed precisely to maintain the integrity of a research project. In addition, they should have an ability to collect and manage data as it pertains to the animals in their care and in relation to the research underway. A technician must also be able to adapt to a changing and sometimes challenging work environment in which they may be called upon to make changes and suggest improvements to processes, or review the effectiveness existing practices.

An animal care technician must also possess good communications and interpersonal skills (including a grasp of technological and scientific terminology related to research) as they need to develop strong working relationships with other research team members, including scientists, laboratory technicians, animal care attendants and veterinarians. To support their ability to effectively contribute in their role, an animal care technician should be committed to continuous learning and self-improvement through on-the-job training, seminars, and ongoing education, for example through courses offered by associations and organizations such as the Canadian Association for Laboratory Animal Science (CALAS).

Essential Skills

The most important Essential Skill(s) for this Profile: ✓					
	Reading Text		Thinking Skills – Problem Solving		Working With Others
	Document Use		Thinking Skills – Decision Making		Computer Use
✓	Writing		Thinking Skills – Critical Thinking		Continuous Learning
	Numeracy		Thinking Skills – Job Task Planning & Organizing		
✓	Oral Communication	✓	Thinking Skills – Significant Use of Memory		
			Thinking Skills – Finding Information		

Animal Care Technicians need to record clearly and precisely the treatment regimen and status of animals in their care. They also require strong oral communication skills and good memory to ensure that verbal instructions are understood and retained as well as unusual or unique characteristics or responses of animals are noted and communicated to veterinarians and researchers.

Language Benchmarks

The majority of communications tasks associated with the required competencies and activities of a competent Animal Care Technician were found to be between Canadian Language Benchmark levels 6 – 8. This finding is based on a limited sampling of representatives in industry. The actual language benchmark requirements for this occupation within an organization will be subject to the organization's requirements, and the definition of the occupational role within the organization.

Competency Profile

An Animal Care Technician must be able to:

A. Provide animal care and husbandry

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
1. Maintain animal quarters (animals, fish, eggs, reptiles, etc.)	1.1. Inspect animal quarters and report any maintenance issues	
	1.2. Make and report repairs to animal quarters as directed	
	1.3. Clean animal quarters, as needed	
	1.4. Clean feeding containers, as needed	
	1.5. Check water supply and adjust if necessary	
	1.6. Change bedding	
	1.7. Change animal housing units	
	1.8. Sanitize/disinfect animal housing units	
	1.9. Monitor environmental conditions (e.g. water inflow and aeration)	
	1.10. Record observations on environmental conditions	
	1.11. Report any environmental conditions that fall outside designated control ranges	
2. Feed animals	2.1. Review feeding instructions	
	2.2. Prepare animal feed (standard or special diet)	
	2.3. Assess quality of feed and take appropriate action as necessary	
	2.4. Distribute feed to the animals	
	2.5. Monitor intake levels	
	2.6. Record observations on feed intake	
	2.7. Report any noted intake issues	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	2.8. Remove and discard old feed	
3. Groom animals as appropriate	3.1. Identify grooming requirements	
	3.2. Wash/bathe animals as directed	
	3.3. Brush animals as directed	
	3.4. Clip/shear animals as directed	
	3.5 Inspect nails and teeth as directed	
	3.6. Observe animal reaction to the grooming process	
	3.7. Record activities and noted animal response	
	3.8. Report any responses that appear to be outside regular response range	
4. Provide enrichment	4.1. Provide/replace enrichment tools/aids per study protocol	
	4.2. Observe animal response to enrichment tools/aids	
	4.3. Record observations	
	4.4. Report situations where animal response appears to be outside regular response range	
5. Observe animal behaviours/health	5.1. Monitor animal(s) health (e.g., appearance changes, illness, trauma or social instability)	
	5.2. Monitor animal output (i.e., feces, sweat, urine, vomit, etc.)	
	5.3. Record all observations and verbally report by exception	Standard operating procedures (SOPs)
	5.4. Identify situations of animal distress	
	5.5. Advise supervisor of situations where animal(s) is showing signs of distress	
	5.6. Intervene as directed by the supervisor	
	5.7. Record any interventions that are taken	

An Animal Care Technician must be able to:

B. Support research efforts

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
1. Order animals	1.1. Ensure finances and housing are available	
	1.2. Ensure appropriate health status of the animal	
	1.3. Identify suitable suppliers	
	1.4. Place order and confirm arrival date	
	1.5. Notify colleagues of order and arrival date	
2. Receive animals	2.1. Pick up animals at depot/airport	
	2.2. Confirm the expected animals have been delivered	
	2.3. Review accompanying paperwork	
	2.4. Assign the animal(s) to the appropriate facility location	
	2.5. Transport the animal(s) to the appropriate facility location	
	2.6. Check health status of animal and report any abnormalities (e.g. species, gender, colour, size)	
	2.7. Place each animal in appropriate quarters and confirm that environmental parameters are suitable	
	2.8. Complete the identification label for each animal and attach to the animal's quarters	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	2.9. Update the computer system and/or log book with the receiving documentation information	
	2.10. Update the computer system and/or log book with the information on each animal (e.g. species, gender, colour, size, date received, assigned facility location, type of quarters)	
3. Ship animals	3.1. Conduct health surveillance on animals to be shipped	
	3.2. Ensure the appropriate shipping documentation is in place	
	3.3. Prepare animal(s) and shipping container for transport	
	3.4. Update system record to reflect animal transport	
	3.5. Update the computer system with the shipping information	
4. Provide technical services	4.1. Confirm approval of procedures and expertise of investigators	
	4.2. Provide post-procedural care as directed by research scientist/veterinarian	
	4.3. Collect samples (e.g. urine, blood, stool, hair)	
	4.4. Complete routine laboratory tests as outlined in the standard operating procedure (SOP)	
	4.5. Administer care protocols as directed and report any abnormalities	
	4.6. Maintain records of activities undertaken with each animal	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	4.7. Clean/disinfect treatment area as per standard operating procedures (SOPs)	
	4.8. Support research procedures (i.e., surgical room preparation, anaesthesia, weights and measures, necropsies and assisting with surgeries)	
5. Provide training and/or education	5.1. Provide orientation to new facility users (e.g. procedures, policies, etc)	
	5.2. Provide training to new and existing employees and/or students in accordance with Canadian Council on Animal Care (CCAC) guidelines and facility policy	
	5.3. Provide training for technical procedures as per approved protocols	
	5.4. Support outreach programs and facility tours	
	5.5. Monitor facility users application of policies, procedures and practices	

An Animal Care Technician must be able to:

C. Organize sampling activities

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
1. Collect samples	1.1. Record relevant information on appropriate requisition forms	
	1.2. Observe established protocols/guidelines for procurement of samples	Canadian Council on Animal Care (CCAC), standard operating procedures (SOPs), Institutional Guidelines, Provincial Guidelines, Federal Guidelines (for shipping across borders)
	1.3. Collect and prepare all necessary equipment for taking samples	
	1.4. Obtain and label samples according to specific requirements, in a variety of conditions	
	1.5. Arrange delivery of samples in a safe and timely manner taking into account priority and sample stability	
	1.6. Dispose of samples deemed to be unsuitable according to protocols	
	1.7. Clean/disinfect area	
	1.8. Monitor animal health and record and report observations	
2. Preserve sample integrity	2.1. Create sample record documentation	
	2.2. Register samples into laboratory information system (e.g., logbook, computers)	
	2.3. Validate documentation to ensure that it corresponds with the sample	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	2.4. Comply with existing guidelines for sample retention, storage and disposal	
3. Store samples	3.1. Maintain appropriate storage facilities per standard operating procedure (SOP)	
	3.2. Maintain separate storage areas for different types of samples per standard operating procedure (SOP)	
	3.3. Clearly label storage areas	
	3.4. Follow standard operating procedures (SOPs) for sample storage	
	3.5. Ensure sample inventory logs are updated each time a sample is removed from or placed into storage	
4. Dispose of samples	4.1. Identify samples to be disposed of in keeping with established criteria	
	4.2. Update information in the sample inventory logs to reflect disposition, as necessary	
	4.3. Remove from storage area in accordance with safety requirements and standard operating procedure (SOP)	
	4.4. Dispose of samples in accordance with policy and legislative and regulatory requirements	
	4.5. Dispose of samples that are unsuitable for analysis in accordance with legislative and regulatory requirements	

An Animal Care Technician must be able to:

D. Complete routine biological sample analysis

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
1. Prepare for analysis	1.1. Identify required samples from work lists, log books and computerized work documents	
	1.2. Prioritize analyses according to work instructions (e.g., urgent, routine, etc)	
	1.3. Make sure test equipment is ready and calibrated to use, per standard operating procedure (SOP)	
	1.4. Obtain samples	
	1.5. Prepare for the analysis	
	1.6. Update laboratory information system to reflect samples readied for analysis	
	1.7. Report any noted malfunctions in test equipment/instruments, where needed	
2. Analyze samples	2.1. Perform analyses within acceptable limits of error	
	2.2. Verify test results using calibration and quality control data	
	2.3. Identify implausible results and take appropriate action	
	2.4. Ensure that sample identification is traceable throughout the analysis	
	2.5. Verify that all ordered analyses have been completed	
	2.6. Store samples in the sample storage area, as appropriate	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	2.7. Update laboratory information system to reflect samples have been analyzed	
	2.8. Return sample to storage or discard properly, in accordance with standard operating procedures (SOPs)	
3. Determine results	3.1. Use a computer for data entry, storage, retrieval and calculations	
	3.2. Evaluate analytical results against established criteria	
	3.3. Recognize critical values and respond appropriately	
	3.4. Recognize when results of analyses are outside expected findings and respond appropriately	
	3.5. Verify unusual findings prior to reporting	

An Animal Care Technician must be able to:

E. Perform administrative duties

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
1. Report test results	1.1. Record analysis results	
	1.2. Submit results to the appropriate individual	
2. Create required records	2.1. Complete animal identification labels so they include all required information	Material Safety Data Sheets (MSDS)
	2.2. Record animal care observations accurately and completely	
	2.3. Maintain animal health records	
	2.4. Document environment conditions	
	2.5. Record research protocols conducted on each animal	
	2.6. Document the administration of medication/medication changes, e.g. recording narcotic and controlled drug usage in log book	
	2.7. Create required disposal records for samples, reagents/chemicals, body parts/fluids etc	
	2.8. Document all animal transfers, mortalities, or births	
	2.9. Complete animal husbandry check-list	
	2.10. Complete safety check-list as appropriate	
3. Maintain husbandry supply inventories	3.1. Monitor inventories of husbandry supplies (e.g., food, bedding, detergents, gloves, caps, masks etc.)	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	3.2. Identify supply shortages and reorder as necessary	
	3.3. Identify expired stock and order replacement stock as needed	
	3.4. Order special diet food stock on an as-requested basis	
	3.5. Monitor inventories of a special diet food stock and order as per research authorization	
	3.6. Stock individual animal locations	
	3.7. Store supplies in the appropriate storage location	
	3.8. Monitor supply of sampling and procedure room supplies (e.g., needles, syringes, vacutainers, etc.)	
4. Manage laboratory and test equipment supply inventory	4.1. Monitor inventories of laboratory and test equipment supplies - chemicals, reagents, glassware, tubing, membranes, etc	
	4.2. Conduct routine maintenance on test equipment and identify supply requirements	
	4.3. Identify supply shortages and reorder as necessary	
	4.4. Identify expired chemicals and order replacement stock as needed	
	4.5. Dispose of expired or broken supplies in accordance with legislative and regulatory requirements and corporate directives	
5. Maintain a clean and organized work environment	5.1. Apply appropriate facility, hygiene, bio-security and containment practices	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	5.2. Apply spill containment and clean up procedures as appropriate to the nature of the spilled material	
	5.3. Keep work areas clear when not in use	
	5.4. Clean equipment after use	
	5.5. Store equipment once experiments are complete	
	5.6. Store samples when not required for experiments or testing	

An Animal Care Technician must be able to:

F. Apply consistent work practices

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
1. Comply with established policies, procedures and protocols	1.1. Maintain confidentiality (e.g., data, records, intellectual property)	
	1.2. Practice and adhere to Canadian Council on Animal Care/Canadian Association for Laboratory Animal Science guides for the care of research animals	
	1.3. Practice and adhere to standards such as Good Laboratory Practices (GLP) or International Organization for Standards (ISO) as required	
	1.4. Practice and adhere to legislative/regulatory requirements e.g. Workplace Hazard Management Information System (WHMIS), Material Safety Data Sheets (MSDS), Canada Food Inspection Agency (CFIA), Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA).	
	1.5. Follow established corporate protocols and procedural documentation (e.g., policies, procedures, standard operating procedures (SOPs), test procedures)	
	1.6. Practice and adhere to quality assurance and quality control procedures/protocols	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
2. Demonstrate technical skills	2.1. Demonstrate knowledge in and use of all facility support equipment (washers, autoclaves, sterilization equipment)	
	2.2. Select and utilize the appropriate method for disinfection/sterilization	
	2.3. Use equipment appropriate to the task to be completed	
	2.4. Select and use appropriate sanitation/sterilization equipment to disinfect and/or clean animal facilities	
	2.5. Utilize appropriate lifting techniques when dealing with heavy or bulky loads	
	2.6. Work with animals related to field of work	
	2.7. Prevent cross-contamination and/or apply aseptic technique	
	2.8. Apply observation skills in monitoring animal health	
	2.9. Use equipment associated with animal research (e.g. shears, injection guns, x-ray machines, urinalysis meters)	
	2.10. Apply first aid skills in emergency situations, as per facility protocols	
3. Ensure quality of work practices	3.1. Know and apply applicable standard protocols and practices, regulations, and legislation	
	3.2. Record observations accurately and clearly	
	3.3. Follow a standard routine and timetable for daily activities	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	3.4. Report any noted variations promptly, with explanation where available	
	3.5. Follow direction provided by facility manager, research scientists, veterinarians	
	3.6. Adjust daily routine based on directions received	
	3.7. Use the computer, laboratory information systems and related technology in sample tracking and record management	
	3.8. Take responsibility for actions and decisions	
	3.9. Accept accountability for outcomes of actions and decisions	
4. Take appropriate safety measures	4.1. Adhere to facility safety policies and facility standard operating procedures (SOPs) and guidelines while demonstrating competency in safety protocols.	
	4.2. Use appropriate personal protective equipment (e.g., mask, gloves, boots, laboratory coat, etc) in a correct manner	
	4.3. Utilize safety devices in a correct manner (e.g., animal restraints, cages, lockouts, safety containers and carriers, bio-safety cabinet (BSC), safety showers, eye washes)	
	4.4. Apply the principles of working with hazardous chemical or biological material regarding reagent preparation, storage and disposal and equipment cleaning and disinfecting (Workplace Hazard Management Information System (WHMIS))	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	4.5. Take the appropriate actions to minimize the potential hazards/dangers related to working with animals – in and out procedures, disinfection/sterilization methods, biological samples, equipment and laboratory supplies	
	4.6. Label, date, handle, store, and dispose of chemicals, dyes, reagents and solutions according to Workplace Hazard Management Information System requirements (WHMIS) and existing legislation	
	4.7. Seek appropriate first-aid treatment (e.g. for cuts, bites, scratches)	
	4.8. Respond appropriately to fire emergencies	
	4.9. Report incidents related to safety and personal injury (e.g., animal bites, wounds), in a timely manner to management	

An Animal Care Technician must be able to:

G. Demonstrate personal competencies

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
1. Organize work	1.1. Plan work schedule according to direction and assigned tasks	
	1.2. Demonstrate effective time management	
	1.3. Set priorities and objectives	
	1.4. Keep goals and objectives in mind	
	1.5. Multi-task where possible and practical	
2. Demonstrate attention to detail	2.1. Maintain accurate husbandry check-lists and ensure animal needs are met	
	2.2. Maintain accurate, detailed records	
	2.3. Validate reference information to actual samples	
	2.4. Maintain up-to-date content in record keeping systems	
	2.5. Ensure that records are orderly, coherent, and accurate	
	2.6. Ensure achievable deadlines are met or advise where deviations are going to occur	
3. Identify problems/concerns	3.1. Compare observed animal condition or behaviour to expected state	
	3.2. Identify differences between observed and expected state	
	3.3. Report identified differences to facility manager, research scientist or veterinarian	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	3.4. Take action to address problems/concerns as directed by facility manager, research scientist or veterinarian	
	3.5. Document situation and actions taken	
4. Manage data and information	4.1. Use information systems (i.e., computer, paper, etc) for recording observations, test results, sample tracking, equipment print-outs and data management	
	4.2. Apply computer skills in the entry and retrieval of data and information	
	4.3. Utilize appropriate computer software (e.g., proprietary software, Microsoft Office) per standard operating procedures (SOPs)	
	4.4. Apply good record keeping skills (e.g., maintains up-to-date laboratory notebook)	
5. Adapt to change in work environment	5.1. Adapt to rapidly changing situations	
	5.2. Apply existing skills to new situations	
	5.3. Retain composure in stressful situations	
	5.4. Recognize that change initiated in one area will impact on other areas and the research in that area	
	5.5. Contribute to and work effectively in a changing environment	
	5.6. Consistently search for improvements and discuss prior to implementing	
6. Build effective working relationships	6.1. Work effectively with team members and others	
	6.2. Share current knowledge with new colleagues	
	6.3. Recognize the skills and abilities of others	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	6.4. Show respect	
	6.5. Accept and appreciate different ways of doing things	
	6.6. Recognize the need for help and being able to ask for help	
7. Communicate effectively	7.1. Explain point of view clearly and concisely	
	7.2. Write clearly and concisely in the language of the workplace (i.e. English or French)	
	7.3. Understand directions/messages given	
	7.4. Ask questions	
	7.5. Seek out and listen to others	
	7.6. Use appropriate terminology	
	7.7. Recognize forms of non-verbal communication	
	7.8. Identify barriers to effective communication	
8. Demonstrate persistence	8.1. Maintain perspective	
	8.2. Adapt goals and objectives based on changing conditions	
	8.3. Manage emotional responses	
	8.4. Assess progress and adjust accordingly	
9. Embrace continual learning and development	9.1. Identify needs for on-the-job training	
	9.2. Discuss on-the-job training needs with immediate supervisor	
	9.3. Allocate time for on-the-job training	
	9.4. Enrol in ongoing education courses	
	9.5. Explore Canadian Association for Laboratory Animal Science (CALAS) certificate programs	

TASKS	SUBTASKS	IMPORTANT ACTIONS / PERFORMANCE STANDARDS
	9.6. Attend conferences, workshops and lectures in your field	

Strong Board of Directors

The Board of Directors is composed of experts in the field of HR, CEOs, CFOs and CSOs from across Canada with extensive financial and industry experience representing companies and organizations in Canada's bio-economy. BioTalent Canada is not a membership organization and therefore relies on the guidance provided by its dedicated volunteer Board of Directors.

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