

Course
**Organizing and operating activities
 in a laboratory animal facility: Part II -
 Critical points and bottlenecks**

Milan, Italy
 November 19-20, 2020

 credits: 11 points

33 CPD credits by Royal Society of Biology

1.5 day continuing education for experimenters,
 study directors and heads of animal facilities
 by Swiss Veterinarian Associations

This two-day course is intended to deepen the subjects that have been covered in the FGB course "Organizing and Operating Activities in a Rodent Animal Facility - Part I". For this reason, it is primarily addressed to those who have already attended in the years the Part I and would like to experience a practical approach to problems that may be encountered in the managing and functioning of an animal facility. Managers with equivalent expertise are also welcome to participate to the course.

The topics of this course are delivered in such a way to face and discuss critical points and bottlenecks from operations to personnel management. In addition, the speakers share their experience in optimizing the flows and identifying source of "waste" in order to be more efficient. A visit to the animal facility will allow to get hands on experience of the concepts in an informal training environment.

Day 1	Operations and processes in an animal facility: critical analysis of the main flow	Choices and compromises for: <ul style="list-style-type: none"> • Animals • Personnel • Equipment • Supplies • Biological materials
	Identifying and managing bottlenecks	How to identify and manage bottlenecks Theory and practical examples
	7 types of waste: examples and possible solutions	Transportation Inventory Motion Waiting Over production Over processing Defects
	Visual management	Optimizing flows: <ul style="list-style-type: none"> • Conceptes and toolsets • Different types Managing buffers <ul style="list-style-type: none"> • Stock control and signal • Kanban: theory and practice
	Disaster plans	Risk management principles Disaster plans in animal facilities
Day 2	Personnel	Competence identificatio/assessment and duty assignment <ul style="list-style-type: none"> • Identification of skills matching to task requirements • Task variation • Workload assessment • Application of visual management Recruiting <ul style="list-style-type: none"> • Candidate selection • Security screening Training <ul style="list-style-type: none"> • Initial training and assessment • Continuos training • Process monitoring
	Visti to clean area	

information and registration at: www.fondazioneguidobernardini.org