

WCVM Standard Operating Procedure	Effective Date: August 2024
Subject: Student Organized Club Labs	

Policy: The BJ Hughes Centre for Clinical Learning (HCCL) in the Western College of Veterinary Medicine will have a procedure for the expectations of student club lab submissions.

Purpose: To ensure all students are aware of the expectations and procedure for club lab request submissions to the HCCL.

Procedure:

- All clubs will use the ‘**HCCL Room Booking Form**’, this request should be emailed to: wcvm_labtech@usask.ca once fully completed. The request should be submitted at the beginning of each semester.
- Labs will only be scheduled on the 1st Wednesday of each month from October to March of each year. Labs must not run during any scheduled academic course times or events. Specialty labs with altered times may be considered upon request.
- Lab requests must be accompanied by the approved AUP or AUP exemption.
- Lab requests must be accompanied by a signed live animal use consent if using owned animals.
- Lab requests must have a **confirmed** Faculty Advisor listed for the lab.
- Labs will not be approved if they are a duplication of a current academic curriculum lab. (i.e. spay lab).
- The HCCL will be providing and invoicing for all lab supplies required. Prices and availability of supplies/cadavers will be made known at the time the request is received.
- All set up and clean up will be the responsibility of the club as directed by the HCCL staff.

