



Technician VISIT REPORT

Report written by _____

Facility name & location		
Host Technician name & contact details include email address		
Visiting technician name & contact details include email address		
Date of visit		
Detail briefly the hosting technician qualifications & experience – include time in the role:		
Buildings & Species	Comments & information on facility(ies) visited Include where possible/applicable information such as numbers housed, size facilities, housing used, layout, types of research & procedures	



Visit Preparation

Detail specific questions the visiting technicians may wish to ask during visit.

e.g. common issues found at each establishment

Topics for discussion	Response (detail any action taken)

Visit Notes

Areas of good practice

Identify any areas of good practice identified in this visit and note any actions or changes planned as a result

Other observations

Identify any other observations identified in this visit and any actions taken as result.

Observation	Action



General comments

Opportunity to comment on areas not covered elsewhere.

Environmental Enrichment

Environmental Enrichment offered and routine



Discussion

The technician role

Comment on the similarities and differences between the animal technicians roles at each establishment

Physical and other resources

Comment on the physical resources available to technicians (such as computing systems, time allocated to fulfill duties, databases, conference attendance)

Continuing Professional Development

Discuss the CPD opportunities available for technicians at host establishment what opportunities are there for meeting other technicians both internal and external



Post visit follow-up & action(s) at home establishment

Please detail and follow-up actions taken at home site by visiting technician as result of the visit.

Include details of who communicated to (other NACWO’s manager, PPL/PIL etc), proposals made and resulting actions.

Post visit follow-up & action(s) at host establishment

Host technician opportunity to respond to any comment and observations during visit, was it a worthwhile learning opportunity.

Post visit comments & feedback for organisers

Question	Hosting technician	Visiting technician
What was the best part of the visit		
What could be improved regarding the visit		
Comment on ease/difficulty for making arrangements for the visit		
Comment on time available for visit		
Comment on the layout of the report		