**TRAINING REQUIREMENTS FOR ANIMAL RESEARCHERS**

Federal regulations stipulate that all personnel involved in animal care and research must be adequately trained and qualified to perform their duties. The IACUC must ensure that personnel are qualified to perform the procedures proposed in the animal protocol as part of the protocol review process. A basic training program for animal workers should cover the following topics:

* Regulatory rules and policies governing the care and use of laboratory animals.
* Humane methods of animal maintenance and experimentation, including:
	+ basic needs of each species of animal used.
	+ proper handling and restraint for the various species of animals used.
	+ proper pre-procedural and post-procedural care of animals.
* The concept, availability, and use of research methods that limit the use of animals, minimize animal distress and prevent unnecessary duplication of research.
* Methods whereby concerns about deficiencies in animal care and treatment can be reported.
* Safety precautions and hazard control in research projects involving animals.

In some cases, training in special animal procedures may be required:

* + Aseptic surgical methods and procedures.
	+ Proper use of anesthetics and analgesics for the species of animal used.
	+ Specific “hands-on” instruction in the use of specialized equipment or techniques.
	+ Euthanasia
	+ Other

If an individual is a new member of the research team and still requires training to become

proficient in specialized procedures, they must still be listed on the IACUC protocol. In that case, their status should be indicated as “In Training”. Such individuals are permitted to observe, help and receive hands-on training with animal procedures under the close supervision of the PI or his/her designate (but not work independently). Finally, whenever an individual who was in training has finished training in specialized procedures, an email must be sent to the IACUC notifying that the individual is now adequately trained for their responsibilities on the protocol(s).

**IACUC requires that individuals listed on animal protocols complete:**

I. Completion of specific web-based courses offered by the Collaborative Institutional Training Initiative (CITIprogram.org).

II. In-lab and hands-on training by the PI or designate on any procedures with animals that the individual will be conducting, as well as training in lab and animal safety.

**PART I: CITI Training**

How do you register for these on-line courses?

* Go to the web-site (http://www.citiprogram.org) and register by defining a user name and password for yourself;
* Link your name to Rosalind Franklin University when prompted to do so.
* Check the enrollment question(s) that are relevant to you.
* Complete the relevant modules and print out the completion report/certificate(s).

Which CITI courses are required?

* The PI and all lab personnel listed on an animal protocol must successfully complete: “Investigators, Staff and Students, Basic Course” and one or more of the species-specific courses relevant to their studies (e.g. “Working with Mice in Research Settings” )
* If the animal protocol that you will be working on involves procedures that are potentially painful/distressful (this includes all surgeries), the PI and all personnel involved in the animal work must also successfully complete the module entitled: “Post-Procedure Care of Mice and Rats in Research”
* BRF Staff Members must complete any course considered relevant to their duties as assigned by the BRF Manager in consultation with the AV.
* IACUC Members must complete additional courses assigned by the Chair.

This is the list of CITI Modules relevant to our program:

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| ANIMAL WELFARE LAWS AND REGULATIONS |
|  | Basic Course | Investigators, Staff and Students |
|  | *Refresher* Course | Working With Animals In Biomedical Research  |
| SPECIES-SPECIFIC EDUCATION (Complete only those modules relevant to the species with which you will work) |
|  | MICE | Working with Mice in Research Settings |
|  | RATS  | Working with Rats in Research Settings |
|  | SWINE   | Working with Swine in Research Settings  |
|  | AMPHIBIANS | Working with Amphibians in Research Settings |
|  | RABBITS | Working with Rabbits in Research Settings |
| RODENT STUDIES INVOLVING THE POTENTIAL FOR PAIN OR DISTRESS  |
|  | Post-Procedure Care of Mice and Rats in Research  |

Documentation:

Once a course is successfully completed (*80% correct is the pass level*), CITI will generate a completion report which you should print. *A hard copy of your CITI completion reports must be these available in a laboratory binder for review during IACUC inspections*. The IACUC coordinator will also receive an emailed report that will be into the personnel files.

Frequency:

Every 3 years, the IACUC recommends that all animal users complete the CITI program short “refresher module” as part of their continuing education program.

**PART II: In-Lab Training on Animal Procedures**

***A completed Individual Animal Training Record for everyone listed working on an animal protocol should be available in a notebook in a laboratory binder for review during IACUC inspections.***

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| ***INDIVIDUAL ANIMAL TRAINING RECORD - IACUC*** |
| **First Name** | **Last Name** | **Degree(s)**  |
|  |  |  |
| **Position Title** | **Department/Institute** | **Lab (PI name)** |
|  |  |  |
| **Work Phone** | **Email** |  |
|  |  |
|  | **Yes** | **No** |
| **I. WEB-MODULES: I have completed all relevant CITI courses for my responsibilities in animal research projects** |  |  |
| **II. GENERAL: I have received hands-on, in-lab training on the following topics:** |
| Animal bites or other injuries and how to report such |  |  |
| My responsibility to contact my supervisor for training and oversight before I attempt a task for which I am not adequately trained |  |  |
| Personal hygiene in the workplace & required PPE |  |  |
| Basic safe animal handling, restraint and husbandry |  |  |
| Identifying pain & distress in the species with which I work |  |  |
| Proper animal transport, carcass disposal and cage return |  |  |
| Animal record keeping and monitoring |  |  |
| Potential zoonotic diseases. |  |  |
| The emergency action/evacuation plan for my work area. |  |  |
| Identification of chemicals in the lab & use of the Safety Data Sheets. |  |  |
| Location of the emergency shower & eyewash. |  |  |
| How to report concerns about the use of animals at RFUMS |  |  |
| Other topics (List): |  |  |
|  |  |  |
|  |  |  |
| **III. SPECIFIC ANIMAL PROCEDURE TRAINING****Instructions:** *List the species at the top of the paired columns (if there is only one species simply leave the right two columns blank.)*  *Write “n/a” for not applicable for any procedures that are not relevant to the protocol/s you are involved with. If adequately trained for a procedure (this means to proficiency - so that you can do it independently without supervision) mark the relevant row/s.* *If still in training for a procedure (this means you are still receiving training and supervision from the PI or designate and will NOT be working independently for that procedure) - mark the relevant row/s. Note that the IACUC must notified via an updated training form when training is completed and the individual is adequately trained.*  |
|  | **Species 1:** | **Species 2:** |
| Adequately Trained | InTraining | Adequately Trained | InTraining |
| **Euthanasia:** |  |  |  |  |
| Injectables  |  |  |  |  |
| Inhalation (isoflurane, CO2, other) |  |  |  |  |
| Secondary method to confirm death with inhalational  |  |  |  |  |
| Cervical Dislocation |  |  |  |  |
| Decapitation  |  |  |  |  |
| Terminal perfusion |  |  |  |  |
| Other: |  |  |  |  |
| **Anesthesia/Analgesia:** |  |  |  |  |
| Injectables |  |  |  |  |
| Inhalational |  |  |  |  |
| Regional (local) |  |  |  |  |
| Safe handling & scavenging of anesthetic gases |  |  |  |  |
| Controlled drug records & DEA requirements |  |  |  |  |
| Recognizing pain & distress |  |  |  |  |
| **Injections:** |  |  |  |  |
| Subcutaneous (SQ) |  |  |  |  |
| Intramuscular (IM) |  |  |  |  |
| Intraperitoneal (IP) |  |  |  |  |
| Intravenous (IV) |  |  |  |  |
| Submandibular |  |  |  |  |
| Retro-orbital |  |  |  |  |
| Gavage |  |  |  |  |
| Other: |  |  |  |  |
| **Aseptic Surgery** (rodents & lower)  |  |  |  |  |
| Instrument sterilization procedures |  |  |  |  |
| Aseptic technique |  |  |  |  |
| Anesthesia monitoring |  |  |  |  |
| Surgical record keeping  |  |  |  |  |
| **Sterile Surgery** (USDA mammals) |  |  |  |  |
| Sterile surgical technique |  |  |  |  |
| USDA requirements for surgical monitoring and record keeping. |  |  |  |  |
| **Other procedures – list below:** |  |  |  |  |
|  Gavage |  |  |  |  |
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| VERFICATION OF TRAINING AND/OR EXPERIENCE In the space below, describe any training and/or experience you have received prior to RFUMS relevant to your duties that supports the experience noted on this form (attach verification if relevant and additional pages if needed). If you have no previous experience, please enter N/A.  |
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| SIGNATURES  |
| Individual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*NOTE: This form can also be downloaded as a separate file from the IACUC web-site*

***Each individual’s Training Summary Form must be completed and available in a binder in the laboratory for inspections, or upon request by a program veterinarian or IACUC. The training folders may be examined during semi-annual IACUC inspections.***

***When an individual who was “in training” has finished training in specialized procedures, an email must be sent to the IACUC notifying that the individual is now adequately trained for their responsibilities on the protocol(s).***