 ROSS UNIVERSITY SCHOOL OF VETERINARY MEDICINE	Training Requirements for Personnel within the Animal Care and Use Program. Pol.002	Issued	January 2013
		Revised	November 2020
		Authority	IACUC

Policy Overview

All personnel utilizing and/or handling animals for research and teaching at Ross University School of Veterinary Medicine (RUSVM) must be adequately trained and qualified in;

- the principles of laboratory animal science and laboratory safety
- the specific procedures that they are expected to perform with the species of animals being used
- their roles and responsibilities in ensuring the humane care and use of animals
- the ethical principles and University policies and procedures governing the use of animals in research, and teaching

Training requirements for personnel involved in animal care and use are determined by the Institutional Animal Care and Use Committee (IACUC). The IACUC is responsible for ensuring ongoing compliance with those requirements.

Purpose

This policy outlines the minimum training requirements for all IACUC members and all participants in an IACUC approved protocol.

Scope and Responsibilities

Prior to the start of any animal activity, Principal Investigators (PIs), faculty, research staff, students and volunteers who use animals in instruction or research are required to complete the applicable training. “Students” in this policy are defined as those who participate in research using animals or are directly responsible for taking care of research animals.


It is the responsibility of the PI to ensure that all personnel listed on the protocol complete the required certification and training in animal care and use, and that all personnel are trained on the approved IACUC protocol and all relevant SOPs.

Procedures

1. Minimum Training Requirements

All personnel working with research or teaching animals, including but not limited to students, faculty and staff must complete the following training:

- Collaborative Institutional Training Initiative (CITI) course “Working with the IACUC.”
 - Applicable CITI species specific course (see partial list below)
 - Working with Cats in Research Settings
 - Working with Dogs in Research Settings
 - Working with Swine in Research Settings
 - Working with Non-Human Primates in Research Settings
- Applicable RUSVM policies, IACUC SOPs, facility SOPs and animal species specific SOPs. Training to be administered by qualified personnel designated by the IACUC.

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IACUC members must complete the CITI course “Essentials for IACUC Members.” Continuing education on relevant topics such as new or updated regulatory requirements and guidance, contemporary issues in animal care and use, etc. will be provided at IACUC meetings.

2. Enrolling in CITI Courses

- Visit the CITI Homepage (<https://www.citiprogram.org/>)
- Select the "New Users: Register Here" link.
- Select "Ross University School of Veterinary Medicine" as your Participating Institution and continue the registration process.
- When prompted for curriculum, select the appropriate course.
 - The Learner Menu will then display the course. Click “Enter” to begin. CITI saves the scores each time answers are submitted. Therefore, all modules do not have to be completed at one time. However, it is recommended that modules be done sequentially, since some modules build on previous ones.

3. Additional Training Requirements

Occupational Health and Safety training (not administered via IACUC) and hands-on training might be required, depending on the research or teaching program.

All personnel involved in an IACUC protocol must be trained on the protocol requirements and any study specific SOPs.


4. Retraining Requirements

All personnel working with research or teaching animals must complete a CITI refresher course at least every 3 years. Retraining on revised SOPs also is required.

The IACUC may request recertification, retraining or new, supplemental training:

- in cases where there may be significant new or updated information that has an impact on the humane treatment of animals, regulatory requirements or University policies;
- if the IACUC believes that an animal user needs re-training; and/or
- if the number or extent of complications, including mortalities, exceeds that which is expected for a specific procedure.

The privilege of working with animals in teaching or research may be revoked by the IACUC if basic knowledge or understanding of the material covered in the CITI training modules and animal specific SOPs cannot be demonstrated.

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5. Training Documentation

While CITI maintains a database of completed training courses for individuals, it is the responsibility of each person that has completed a course successfully to maintain a record of completion.

All non-CITI training also must be documented. A summary of the material covered, the date of training, the trainee signature to indicate material comprehension and the trainer signature to indicate the trainee is competent to follow the IACUC approved protocol, the SOP, perform the procedure, etc. must be recorded.

These records must be maintained in such a way that they are secure, accessible and organized. (See Appendix I for Training Record Example)


6. Review

This Policy is subject to annual review.

Policy Approval:

Signed

Date

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Appendix I

Training Record

Employee Name: _____ Section: _____ Start Date: _____

To Supervisors and Managers: Your signature in the authorization column signifies that the employee named above is authorized to perform the tasks or SOPs listed, without supervision or oversight. Please use extra lines to explain any omissions in overall training plan, (e.g. omission of observation step). The employee may not perform diagnostic work, unsupervised, until authorized by your signature.

Procedure or Task	SOP Name	SOP # & Revision #	Read Procedure (date/initials)	Observed Procedure (date/initials for each occasion)	Performed Procedure (date/initials for each occasion)	Authorized By	Date