Institutional Animal Care and Use Committee - Training Policy

I. GOVERNING FRAMEWORK

Five sources guide Purdue's training programs:
(1) Animal Welfare Act
(2) Animal Welfare Regulations
(3) The Guide for the Care and Use of Laboratory Animals
(4) The Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching
(5) The PHS Policy on Humane Care and Use of Laboratory Animals

II. REQUIRED ELEMENTS FOR TRAINING:

The Principal Investigator or Supervisor is responsible for ensuring that everyone under his or her direction who works with animals is adequately trained and fulfills the following requirements. Those who must be properly trained include:

- Principal Investigators and Supervisors
- Research Staff
- Animal Care Staff
- Graduate students
- Undergraduate employees
- Students working with animals under the auspices of a course or research protocol with IACUC approval (including independent research courses)

Personnel must:

1. **Be Certified as Qualified on an IACUC Animal Use Qualification Form**
   An individual must have species-specific expertise for the animal being handled. For protocols involving wild organisms, training can be done with the same species as listed in the protocol or with a closely related species. The individual must also be able to perform, independently, the procedures that are necessary to fulfill their role as outlined in the approved IACUC protocol.

   Among the procedures that require the submission of an Animal Use Qualification Form are:
   - Husbandry
   - Handling/Restraint
   - Breeding
   - Nutrition
   - Blood collection
   - Injections
   - Oral gavage
   - Surgery, including
     - Aseptic Technique
     - Anesthesia and Analgesia
     - Suture Techniques
   - Pre- and Post-Procedural Care

- Euthanasia

Qualified individuals must either be *trained* or have *antecedent expertise*.

Training may be provided by the LAP office or by another individual who has a completed IACUC Animal Use Qualification Form on file for that specific species and technique, or by an off-campus individual who has the necessary qualifications to provide the training.

If someone other than a LAP staff member trains the person, individual training documentation must be completed and filed with the employee's supervisor for each item submitted on the IACUC Animal Use Qualification form.

Training should be hands-on with the relevant species as listed in the approved IACUC protocol.

Attached is an example of a Hands-On Training Form that may be used for training documentation. This form may be modified as needed by the PI/Supervisor to suit their individual training needs.

Antecedent expertise should be documented by an abbreviated CV that describes relevant professional degrees, licenses, certification, and experience in protocol related procedures. Publications may be listed if appropriate to the protocol related procedures.

> *Visiting Researchers and Research Staff* who will be working on procedures for which Purdue normally requires an Animal Use Qualification Form must submit a Training Exemption Request (attached) at least one week in advance of arrival. This request may be sent to the IACUC office by email pacuc@purdue.edu or ldsnider@purdue.edu or fax (765) 496-2415.

2. **Examine Website Materials on the Animal Exposure Occupational Health and Safety Program**
   The URL for the website is: https://www.purdue.edu/research/regulatory-affairs/animal-research/occupational-health.php Personnel must review material on the above website and must complete a Risk Assessment Form that is returned to the IACUC office. This is mandatory, not optional. Once the Risk Assessment Form is received, a Risk Summary will be prepared for the individual and returned to him/her along with a Participation/Declination Form. Now that the individual has been informed of the occupational health program, the person can decide whether to participate or decline participation in the program.

3. **Satisfy REM's Requirements for the Handling of Controlled Substances, if applicable**
   See https://www.purdue.edu/ehps/rem/laboratory/HazMat/DEA.html
4. **Be informed (where applicable) about the provision of veterinary care, keeping health records, handling of expired medical materials, or handling of pharmaceutical-grade compounds**

- Program of Veterinary Care – See the IACUC guidelines on the Provision of Veterinary Care - https://www.purdue.edu/research/oevprp/regulatory-affairs/animal-research/docs/policies/Veterinary%20Care%20-%20Provision%20of%20Veterinary%20Services.pdf
- Keeping Health Records – See the IACUC Policy on Documentation of Animal Care and Medical Records – http://www.purdue.edu/research/research-compliance/regulatory/care-use-of-animals/policies-guidelines.php
- Handling of Expired Medical Materials – https://www.purdue.edu/research/regulatory-affairs/animal-research/policies-guidelines.php
- Non-pharmaceutical-Grade Compound Policy – https://www.purdue.edu/research/regulatory-affairs/animal-research/policies-guidelines.php

5. **Complete on-line CITI Program training modules:**
   The mandatory modules are: Working with the IACUC, Biosafety, and any species-specific module(s) needed for the animals that they will work with at Purdue. Personnel will be instructed to complete these modules once the IACUC office receives their Animal Use Qualification Form.

III. Instructor Responsibilities

Instructors must notify all students attending courses in which they may be exposed to animals of all risks associated with that species. Some, though not all, information about such risks can be found on the Purdue Occupational Health link – https://www.purdue.edu/research/regulatory-affairs/animal-research/occupational-health.php

IV. Training Programs

Training programs are available through LAP and may be used by anyone using or caring for animals used in research or teaching. These include but are not limited to:

- IACUC Newsletter – quarterly informational training provided to all personnel who use animals on campus.
- AALAS Training Courses – provided by Laboratory Animal Program on a rotating basis for all levels (i.e. ALAT, LAT, LATG, and CMAR)
- Hands-on sessions – These courses cover handling, restraint, behaviors, injection and blood collection techniques. These sessions will be documented using the Hands-On training form. Species covered may include mice, rats, rabbits, and other species depending on availability of transfer from another approved protocol

Specialized training in farm techniques, wildlife training, particular research procedures, etc. is available through LAP as needed.

Guidelines for Completing the Hands-On Training Form

1. The Hands-On Training Form is the responsibility of both the trainee and the supervisor.
2. The Hands-On Training Form should be completed before submitting the trainee's IACUC Qualification Form. When the trainee is able to work independently (as certified by the trainer/supervisor), the appropriate section of the IACUC Qualification Form can be completed and submitted to IACUC.
3. The Hands-On Training Form may be completed when an individual receives training at a distance. In this instance, it is the responsibility of the trainee to complete the form and have the distant trainer or the PI sign-off on the training. The PI can certify the training when the individual returns to campus.
4. At the top of the form, complete the names of the trainee and PI/Supervisor.
5. List the species that the particular training will cover (i.e. mice, pigs, birds, etc.) This description can be as specific as the supervisor deems necessary.
6. List the activity or procedures that the training will cover (i.e. restraint, husbandry, i.v. injections, flexor tendon replacement surgery, etc). This can be as specific as the supervisor deems necessary.
7. List the date that the training is taking place.
8. Under the Description/Comments section write the appropriate information for the training given. For example:
    a. Pressure cleaned 5 dog runs using the power washer.
    b. Performed lateral tail vein injections in 5 mice – 2 were successful but in all attempts, proper technique was used.
    c. Proper aseptic technique was used, correct suture pattern was used, surgical approach was appropriate, achieved appropriate hemostasis as needed.
9. The trainer has two options.
    a. If the trainee has a complete form, but needs more training before being able to work independently, the trainer can sign-off the form and start another Hands-On Training Form.
    b. If the trainer has deemed that the trainee has completed the type of training an adequate number of times and can work independently, the trainer can sign-off the form and update the IACUC qualification form accordingly. The number of times a trainee must complete a task before being determined able to work independently is at the discretion of the trainer.
10. When Hands-On Forms are completed, the PI/Supervisor should file them and have them available if requested by IACUC or a regulatory agency.

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Hands-On Training Form (Individual)

Trainee Name: _____ E-mail: _____
PI/Supervisor's Name: _____ E-mail: _____
Species: _____
Activity/Procedure: _____

Date	Description/Comments	Trainee Initials and Date	Trainer/ Supervisor Initials and Date

I, certify that _____ ❑ has successfully completed the hands-on training for _____ and is able to work independently, OR

❑ **needs additional <u>supervised practice</u> before being able to work independently. Document your practice!**

❑ **needs additional training before being able to work independently.**

_____ _____

Last approved by IACUC 05/18/2022

Trainer Signature Date

HANDS-ON TRAINING FORM (GROUP)

Species: _____

Activity/Procedure: _____

Date	**Description/Comments** Name E-mail Supervisor e-mail	Trained and ready for independent work	Trained but needs supervised practice	Needs additional training

I, certify that the participants named above have completed a training session for

_____.

Participants who require additional training or supervised practice should either contact the Training Coordinator or work closely with your supervisor. Always document your training!

_____ _____

Trainer Signature Date

Please complete the following information and return to the IACUC Administrator by email – pacuc@purdue.edu or ldsnider@purdue.edu or fax to (765) 496-2415. If you have any questions, you may contact the IACUC office at (765) 494-7206.

IDENTIFICATION:

Name: E-mail:

Institution:

Address:

Phone: Fax:

EDUCATION:

Please describe all relevant education or special training.

PROTOCOL INFORMATION: (describes the project you will be working with at Purdue)

Principal Investigator:

Protocol Number:

Describe your role in the project:

ANIMAL CARE INFORMATION:

	YES	NO
Have you ever completed a session regarding the appropriate use of animals in research, teaching, and testing?	☐	☐
Have you been informed of the occupational risks of working with the species of animals approved in the protocol?	☐	☐

I have reviewed the above information and have determined that the individual is exempt from the Purdue required training.

_____ _____

IACUC Administrator Date

Purdue University
Purdue Animal Care and Use Committee
Training Policy

HANDS-ON TRAINING FORM

Trainee Name: John Doe

PI/Supervisor's Name: Max Manager

Species: Dog

Activity/Procedure: bandage changes

Date	Description/Comments	Trainee Initials and Date	Trainer/ Supervisor Initials and Date
7/10/05	removed sutures from front leg and bandaged (King USDA #67393)	JD 7/10/05	MM 7/10/05
7/11/05	removed bandage; checked abcess around incision; cleaned area and rebandaged (Sonny USDA #67403)	JD 7/11/05	MM 7/11/05
7/12/05	Checked bandage (Sonny USDA #67403)	JD 7/12/05	MM 7/12/05
7/13/05	removed bandage, cleaned area, rebandaged (Sonny USDA #67403)	JD 7/13/05	MM 7/13/05
7/14/05	removed bandage, cleaned area, rebandaged (Sonny USDA #67403)	JD 7/14/05	MM 7/14/05
7/15/05	removed bandage, cleaned area (King USDA #67393)	JD 7/15/05	MM 7/15/05

I, certify that John Doe ☒ has successfully completed the hands-on training for bandage changes and is able to work independently, **OR**

☐ needs additional training before being able to work independently.

EXAMPLE

Max Manager
Trainer Signature

7/15/05
Date

I have reviewed the above information and have determined that the individual is exempt from the Purdue required training.

_____ _____

IACUC Administrator Date