

Purdue Animal Care and Use Committee Training Policy

Trainer Signature

Date

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 amending the trainee's PACUC Qualification Form. When the trainee is able to work independently (as certified by the trainer/supervisor), the appropriate section of the PACUC Qualification Form can be completed and submitted to PACUC.
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 PACUC 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.

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10. When Hands-On Forms are completed, the PI/Supervisor should file them and have them available if requested by PACUC or a regulatory agency.