

Title: IACUC Policy on Training for Research and Animal Care Personnel, CMU-P-003-02	
Effective Date: May 17, 2006	
Authorized by: Institutional Animal Care and Use Committee, Office of Research Compliance	
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I. Background

The Central Michigan University Animal Welfare Assurance to Public Health Service A4076-01 (“PHS Assurance”) states that Central Michigan University (CMU) will comply with the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals. PHS Policy requires compliance with The Animal Welfare Act and Animal Welfare Regulations (AWARs), as well as the Guide for the Care and Use of Laboratory Animals (“The Guide”). Mandatory training is essential in order to ensure that all parties involved with animal use and care at Central Michigan University are aware of their responsibilities as dictated by the Animal Welfare Act, PHS Policy, and The Guide.

The Animal Welfare Act [AWAR § 2.32 (a,b)] states: “Personnel Qualifications. (a) It shall be the responsibility of the research facility to ensure that all scientists, research technicians, and other personnel involved in animal care, treatment, and use are qualified to perform their duties. This responsibility shall be fulfilled in part through the provision of training and instruction to those personnel. (b) Training and instruction shall be made available, and the qualifications of personnel reviewed, with sufficient frequency to fulfill the research facility’s responsibilities under this section and section 2.31.”

PHS Animal Welfare Policy VIII states: “Investigators and other personnel shall be appropriately qualified and experienced for conducting procedures on living animals. Adequate arrangements shall be made for their in-service training, including the proper and humane care and use of laboratory animals.”

II. Policy

In compliance with the AWARs and The Guide, it is the policy of the CMU Institutional Animal Care and Use Committee (IACUC) that all personnel involved in the animal care and use program (ACUP) will complete training sufficient to show that they are appropriately qualified and experienced.

It is the policy of the CMU IACUC that all training will be documented.

III. Definitions

Facility: In the AWARs the “facility” is responsible for ensuring that personnel are trained and qualified. In the context of the AWARs and PHS policy, the facility is Central Michigan University (CMU), the institution named in the PHS Assurance and USDA registration.

Principal Investigator (PI): The individual identified by an IACUC approved protocol as being responsible for the conduct of a research, teaching or outreach program. The supervisor of research staff described on an IACUC approved protocol.

Research Staff (or Personnel): Persons supervised by the PI and listed on an IACUC approved protocol

Vivarium Staff/Animal Care Staff (or Personnel): Persons who report to a vivarium manager or other institutional representative and not to the PI.

IV. Procedures

- A. For additional details or examples regarding types of training to document, please refer to the [IACUC Training Record Example](#).
- B. Initial Training: Personnel involved in teaching, research or outreach will be directed to The Collaborative Institutional Training Initiative ([CITI Program](#)) and will choose “Animal Care and Use” (ACU) in addition to any other relevant category listed.
1. Teaching, research and outreach personnel will select the appropriate group representing the species they will work with (i.e. group 1-4) and will complete all of the required modules.
 2. IACUC members and staff will select group 5.
 3. The IACUC Chair will select “IACUC Chair”
 4. All individuals involved in ACU must complete this training prior to approval of a protocol (or amendment of a protocol) and prior to having contact with animals.
 5. Training must be refreshed at least once approximately every three years, using the refresher course if available.
 6. Anyone who has difficulty determining the appropriate training for their protocol should contact the [IACUC Coordinator](#) for the appropriate training for their project.
 7. The records will be documented on-line by CITI, a proof of completion must be saved as a pdf and uploaded with a protocol or amendment to expedite verification of training prior to approval.
 8. Additionally, comply with the OLFS lab-specific safety training form and the safety training form following the instructions on the [training web page](#).
- C. Animal Facility Access Training: In addition to the required CITI training, most animal users will be required to complete some form of facility specific training, such as facility orientation and tour, provided by the facility manager, prior to being allowed unsupervised access to a facility. Facility managers will be responsible for documentation of this form of training.
- D. Animal Care Training: All vivarium staff (animal care staff) carrying out procedures specific to animal care (husbandry) must be appropriately trained prior to being allowed to perform the procedures on live animals.
1. Facility managers will be responsible for ensuring adequate training of animal care staff (vivarium staff) although this training may be delegated to appropriately qualified individuals.
 2. Facility managers are responsible for ensuring documentation of training for animal care personnel, however creation and tracking of the training document may be delegated so long as the facility manager ensures that training is being documented.
 3. For clinical care procedures (those procedures delegated by the veterinary staff) it is strongly recommended that animal care staff training include the following steps:
 - i. Observation of the procedure being conducted by an experienced individual (trainer)
 - ii. Procedure conducted cooperatively with an experienced trainer
 - iii. Procedure conducted by the trainee alone but in the presence of an experienced trainer
 - iv. Procedure conducted independently

- E. Protocol Specific Training: This type of training does not have to be completed prior to approval of a personnel amendment. All personnel carrying out procedures involving animals must be appropriately trained prior to being allowed to perform procedures on live animals.
1. The PI is responsible for ensuring adequate training but the actual training may be delegated to appropriately qualified individuals.
 2. The PI is responsible for ensuring documentation of training, creation and tracking of the training document may be delegated so long as the PI ensures that training is being documented. Please refer to the [IACUC training record example](#).
 3. This type of training does not have to be completed prior to approval of a personnel amendment.
 4. For invasive procedures that may trigger pain or discomfort to the animal, it is strongly recommended that training include:
 - i. Observation of the procedure being conducted by an experienced individual (trainer)
 - ii. Practice sessions utilizing deceased animals and/or animals scheduled to be euthanized (non-survival).
 - iii. Procedure conducted cooperatively with an experienced trainer
 - iv. Procedure conducted by the trainee alone but in the presence of an experienced trainer
 - v. Procedure conducted independently
- F. Continuing Education: CMU may provide educational opportunities for animal users to learn basic animal handling techniques and advanced techniques (e.g. aseptic surgical technique, catheterization) and continuing education opportunities such as periodic seminars. When these classes and seminars are attended, it is the responsibility of the individual and it's PI to record their attendance as part of their overall training record.
- G. IACUC Member Training: In addition to the required CITI training, all new and returning IACUC members will be required to complete training specific to their roles on the committee that will include:
1. Review of current regulatory requirements and CMU Policies and Procedures with the IACUC Chair and/or Office of Research Compliance staff.
 2. Expectations for use of the electronic protocol management system and reviewer checklists with the IACUC Coordinator.
 3. Assignment to conduct initial designated member review(s) with an experienced committee member.
 4. Attendance at educational opportunities provided by the IACUC and ORC.

V. IACUC Assessment of the Training Program

"The IACUC is responsible for providing oversight and for evaluating the effectiveness of the training program (Foshay and Tinkey 2007). The CMU IACUC will evaluate the effectiveness of the training program using direct and indirect assessments. More specifically, the IACUC will rely on the following assessments:

- A. Documentation of trainee proficiency developed during training:
1. For online training, such as CITI Training, successful course completion requires that trainees pass embedded quizzes with at least 80% of the questions answered correctly. Submission of successful course completion is required for animal users and will be used as verification of a level of initial competency.
 2. For facility specific training and training provided by principal investigators (PIs), trainers will evaluate trainee understanding and, as appropriate, proficiency during/at the end of the session. Successful completion will be documented by the trainer and provided to the individual or PI.
- B. Direct measures that evaluate program competency:

1. Post-approval monitoring (e.g. not-for-cause audits, semi-annual facility walkthroughs)
2. Following a report of an adverse event, assessment of the event may include a request for demonstration of understanding of required skills and procedures.

C. Indirect measures that evaluate program competency:

1. Animals users will be surveyed to determine their perception of how effective training was.
2. Survey questions ask users to evaluate whether trainings provided all of the (animal use) skills they needed for their work with animals, what additional skills should be covered in training, and how effectively skills were taught during training (e.g. did the user need to be retaught the skill shortly after having been trained?)
3. The IACUC will administer surveys annually.
4. The feedback will be used to guide program improvement.

VI References:

1. The Guide for the Care and Use of Laboratory Animals, 8th ed. 2011. National Research Council of the National Academies. Washington, D.C.: The National Academies Press.
2. Animal Welfare Act and Animal Welfare Regulations
3. Foshay and Tinkey, "Evaluating the Effectiveness of Training Strategies: Performance Goals and Testing". February 2007. ILAR Journal/National Research Council, Institute of Laboratory Animal Resources. 48(2):156-62.