2.0 IACUC Education and Training

2.1 IACUC Members

**Initial Training*—*** All new IACUC members receive initial training from Creighton University on the role and responsibilities of the IACUC and its procedures. If not already IACUC Certified, members must complete the IACUC Certification process, which includes an overview of applicable Creighton University and federal government regulations, including the AWA and the *PHS Policy*. Each member of the IACUC has access to Creighton University’s IACUC Policy and Procedures, ARF Policy and Procedures, and AOH&S Program guide. New members are also required to complete the *Collaborative IACUC Training Initiative (CITI)* Basic Course “Essentials for IACUC Members.” In addition, all IACUC members are expected to attend an IACUC 101 or equivalent training session offered by an external source as soon as practical after joining the IACUC.

**Continuing Education—** The primary forum for continuing education of IACUC members is attendance at the monthly meeting, which will include discussions of criteria for approval of proposed research, observations and suggestions by the ARF staff, changes to regulations and guidelines, results of program reviews and inspections, and questions and concerns brought to the attention of the IACUC. In addition, all members are encouraged to attend a national meeting focusing on animal welfare (for example, the annual PRIM&R meeting) at least once every three years.

2.2 Personnel Working with Animals

Creighton University is required by federal regulations to make available training for all personnel, including the Principal Investigator and staff involved in the use and/or care of live vertebrate animals in research, testing or teaching. *PHS Policy* and USDA regulations require that training be made available in the following areas:

* Humane methods of animal maintenance and experimentation, including the basic needs of each species used, proper handling and care for the species, proper pre-procedural and post procedural care of animals, and aseptic surgical techniques
* Research and testing methods that minimize the number of animals required to obtain valid results, with the minimum pain and distress
* Proper use of anesthetics, analgesics and tranquilizers for any animals used
* Zoonoses, chemical safety, microbiological and physical hazards, handling of waste materials, personal hygiene, and other considerations to improve safety and reduce risk
* Reporting of deficiencies in animal care and treatment
* Access to database search resources to obtain information on alternatives to the use of live animals, prevention of unnecessary duplication, and methods of animal care and use

2.2.1 Classification of Personnel

Individuals using animals at Creighton University or participating in university-affiliated projects in other locations are classified at the following levels for IACUC purposes:

* **Exempt Personnel** – These include laboratory or training course participants, and observers of animal use activity. Laboratory or training course participants are students or other personnel working under the Personal Supervision of IACUC-approved personnel in a formal laboratory course or training seminar. Observers are individuals who do not participate in animal care or use but may be present during a procedure. Exempt personnel are typically not listed on an IACUC protocol. When exempt personnel use live animals, they must do so under the Personal Supervision of personnel authorized under the protocol to provide such supervision. As with all protocols, the Principal Investigator bears ultimate responsibilities for the treatment of animals by personnel working under his or her supervision. Supervisors are also responsible for providing appropriate instruction to exempt personnel on any health and safety issues and on any care and handling techniques related to animal use.
* **IACUC Certified Personnel** – All non-exempt personnel who will engage in animal use under a Protocol must be listed on the Protocol and must have completed IACUC Certification. This requirement applies to Creighton faculty, staff, post-doctoral researchers, residents, graduate students and undergraduate as well as non-Creighton personnel (Visiting Scientists). IACUC Certified personnel who have no experience with basic animal care or research techniques must work under the Personal Supervision of an experienced person listed on the same Protocol until trained to work independently. Untrained personnel are not given card access to the ARF. IACUC Certified Personnel deemed by the Principal Investigator on the Protocol to be adequately trained may work independently and are allowed card access to the ARF.

2.3 IACUC Certification

All personnel except those classified as exempt, must be IACUC Certified before working with or using animals. Initial certification is valid for three years.

2.3.1 Initial Education and Training

The IACUC, in conjunction with the ARF, oversees the educational components for non-exempt personnel using live vertebrate animals. This training is intended to familiarize personnel with federal regulations and guidelines governing animal use, and with Creighton University’s institutional policies and procedures governing animal use, health and safety, and IACUC activities. Arrangements for education and training can be made through the Research and Compliance Education Coordinator (see Policy R&C-IACUC-2.0 section 1.4). For personnel not affiliated primarily with Creighton University (Visiting Scientists), education, training or experience at other institutions may be accepted in place of some Creighton education and training components, if deemed equivalent by the IACUC Chair or his/her designee.

The initial education and training components are:

* **Collaborative IACUC Training Initiative (CITI) Basic Course *Working with the IACUC* and the Specialized Species or Model Specific Courses**.– This web based training is designed to assist investigators, staff and all other personnel in understanding the special requirements associated with the use of animals in research and teaching. Education will be provided on the protection of animals as mandated by the federal regulations including *The Guide, PHS Policy*, Animal Welfare Act [7 USC, 2131-2159] and the Federal Animal Welfare Regulations [Title 9, Chapter 1, Subchapter A, Parts 1 to 4]. Information provided includes animal welfare, pain and distress, laws, regulations, ethics, alternatives, IACUC and staff responsibilities, noncompliance and information sources.
* **Creighton IACUC Policy and Procedures** – The IACUC Policy and Procedures are developed to instruct personnel in the specific requirements and mechanisms associated with research involving animals at Creighton University. They include research staff responsibilities regarding protocol submission, review, and implementation as guided by federal regulations and Creighton University principles.
* **Animal Occupational Health and Safety Program** – Creighton University's Animal Occupational Health and Safety Program identifies risks and risk reduction measures for individuals who use or have exposure to animals in research or teaching at Creighton University. The Risk Assessment takes into consideration the animal species involved, the frequency of contact, potential exposure to hazardous agents, and performance of potentially hazardous tasks. The program is designed to prevent unnecessary hazards for those working with or around animals, and is a supplement to routine personal hygiene techniques and routine use of appropriate protective clothing/equipment.
* **Animal Resource Facility Standard Operating Procedures** – Personnel who will use the ARF are expected to be familiar with and follow the regulations of the facility, in particular to reduce the chance of transmitting diseases in the facility. Instruction in particular techniques (for example, micro-isolator use) can be provided by ARF staff.

2.3.2 Initial Certification

The following forms and documents must be provided to the IACUC Office and approved before an individual is issued IACUC Certification:

* Acknowledgement of access to the IACUC and ARF Policy and Procedures/Creighton University Research and Sponsored Programs Compliance Plan and theAOH&S Program guide
* Verification of completion of Collaborative IACUC Training Initiative (CITI) Basic Course "*Working with the IACUC*" and the S*pecialized Species or Model Specific Courses*. Responsible Conduct of Research and the Conflict of Interest Courses. (This verification is automatically provided to the IACUC Office)
* A Curriculum Vitae (required every three years)
* Disclosure of Financial Relationship for Sponsored Projects (required annually)
* Medical Questionnaire for Animal Exposure Risk Assessment (required annually) and proof of tetanus vaccination (required every ten years)
* Medical Records training for USDA species only
* Microisolator training for mice only.

2.3.3 Technical Training

All individuals who care for or use live animals in teaching, testing or research are required to have or obtain species-appropriate training in animal care, handling and procedural techniques they will be conducting [9 CFR 2.32]. Such training is not required for initial IACUC Certification, but is required before an individual can use animals without personal supervision. Some individuals may have sufficient prior experience to conduct all assigned duties; it is the duty of the Principal Investigator to confirm the skill level resulting from this experience. When prior experience is not sufficient, Principal Investigators are responsible for arranging additional training to ensure competence of personnel in assigned activities.

Individuals may be trained in new techniques under the direct supervision of experienced personnel qualified in the techniques. Species-specific training videos are also available in the ARF for most common laboratory animals. The videos cover housing, social needs, nutrition, health considerations, handling, restraint, experimental techniques, environmental practices and euthanasia. A complete listing of training media is available in the ARF.

Species-appropriate surgical training is required for all personnel participating in surgical procedures or post-surgical care. Area of training includes procedural and record-keeping requirements, surgical standard operating procedures, and an introduction to species-specific current acceptable practices and techniques such as aseptic surgery, anesthesia and analgesia.

2.3.4 Continued Certification

Active status of IACUC Certification is dependent upon annual submission of both the Medical Questionnaire Form for Animal Exposure Risk Assessment and the Disclosure of Financial Relationship for Sponsored Projects Form.

Formal recertification training will be required every three years. Personnel will be notified when they must be recertified. The recertification process may include on-line training courses or seminars on specialized topics and on changes in federal regulations or Creighton University’s requirements. An updated Curriculum Vitae must also be submitted to the IACUC Office.

Updates and changes in federal or Creighton University regulations will be communicated to Principal Investigators via newsletter or e-mail and posted on the IACUC website. Each Principal Investigator is responsible for continuing education of project personnel on changes in federal laws or university procedures.

CITI Responsible Conduct of Research (RCR) and Conflict of Interest training must be renewed every four years if the faculty and/or staff are listed on a federal grant.

2.4 Requests for Card Access to the Animal Resource Facility

An individual qualified to conduct animal procedures without supervision may do so in the ARF only after card access has been granted to the individual. A Request for Card Access form, signed by the Principal Investigator and IACUC representative, must be submitted to the ARF Manager for approval. The form is available on the [IACUC website](http://www.creighton.edu/researchcompliance/iacuc/about/).