

IACUC POLICIES AND PROCEDURES

Training and Continuing Education Requirements

Purpose:

The Animal Welfare Act and the University's PHS Assurance Policy require the institution to ensure that people caring for or using animals in research are qualified to do so.

Initial Requirements:

To comply with this requirement all personnel who plan to work with animals or are listed on an animal care and use protocol must initially complete the following before the protocol will be approved and studies can commence:

- 1) IACUC 101: "Working with your IACUC, Non-VA version (5 CEUs)" **and** "Euthanasia of Research Animals: AVMA Guidelines (1 CEU)". Personnel listed only on protocols where euthanasia is not performed, are exempt from taking "Euthanasia of Research Animals: AVMA Guidelines (1 CEU)". These online training modules are provided by the AALAS Learning Library (www.aalaslearninglibrary.org) and administered through the Office of Research Integrity – IACUC (ORI-IACUC). Please call 859-257-2549 for logon information.
- 2) Occupational Health Training. This online training is provided by the Division of Laboratory Animal Resources as an online BlackBoard Course. Please call 859-323-3616 for logon information. If there are problems encountered with accessing the Blackboard course, the training can also be downloaded from the DLAR website at www.research.uky.edu/dlar/links.html
- 3) Animal Worker Questionnaire. This document may be submitted to the ORI-IACUC in HSRB, Room 322 or faxed to 859-257-9700. This document may be download at http://www.research.uky.edu/ori/univet/resources/occupational_health/occhlth.htm
- 4) Personnel listed on a protocol to perform surgical procedures must complete relevant Animal Surgery course(s) in the AALAS Learning Library such as:
 - a. "Aseptic Technique for Rodent Survival Surgery (1.5 CEU)" or "LAT 11: Aseptic Technique, Surgical Support, and Anesthesia (1 CEU)"
 - and**
 - b. At least one relevant course under the "Anesthesia and Analgesia" heading in the AALAS Learning Library such as "Pain Recognition and Alleviation in Laboratory Animals (.5 CEU)", "Post-procedure Care of Mice and Rats in Research (1 CEU)" or "Inhalation Systems for Rodents (1 CEU)."

Please contact ORI-IACUC at 859-257-8295 or DLAR at 859-323-3616 for assistance with this requirement.

All individuals who have met previous mandatory training requirements by taking courses offered as a part of the Laboratory Animal Training Association (LATA) or for a prior protocol would be considered to have met the above stated requirements. The continuing education requirements, however, as outlined below, apply to all individuals listed on a protocol. It is highly recommended by the IACUC that personnel with no involvement in the handling of live animals not be listed on the protocol. **Note: All online training listed above and the Animal Welfare Questionnaire must be completed before new protocols or amendments adding personnel will be approved.**

Continuing Education Requirement:

To maintain the continuity and quality of animal care, the IACUC will require all personnel listed on any active protocol to participate in the continuing education (CE) program. Those who serve on the IACUC will also be required to participate in a continuing education program to assure that their understanding of regulatory guidelines is current and consistent. The requirements for these continuing education programs are as follows:

For IACUC members:

All new IACUC members must initially take the “Essentials of the IACUC (1.5 CEU)” and “IACUC 101: Working with the IACUC, Non-VA version (5 CEU)” online modules at the start of their terms plus 6 CEUs over their 3 year term (these CEU credits can be counted toward their CE requirements as a PI and vice versa). There will be 30 minute “educational sessions” offered at IACUC meetings throughout the year. Those IACUC members in attendance at the meeting when training is offered will receive .5 CEUs for that session.

For Principal Investigators, Research Staff, and Students

All research personnel listed on any approved animal care and use protocol will be required to complete 5 CEUs every three years. Note that the requirement is not per protocol, i.e. those with one or multiple protocols will be required to complete 5 CEUs per three year period for the entire duration that they have at least one protocol active. The AALAS Learning Library (www.aalaslearninglibrary.org) offers online courses with documented CEUs that can be used to fulfill this requirement. Credit for any course can be counted only once during a 3 year period, i.e. an investigator may not earn CEUs by repeatedly taking the same course within a 3 year span. The only exception to this requirement will be the “What’s New with the IACUC” course which will be presented by university DLAR and ORI staff and will be offered several times each year. This course, worth 1 CEU, can be taken once per year. Attendance at IACUC/ORI-sanctioned webinars and scientific meetings (i.e. PRIM&R IACUC Annual Conference) can also be used to fulfill this requirement (1 hour = 1 CEU). DLAR and ORI staff will develop and offer additional, practical classes for specific techniques and other aspects of animal care as the need arises. These will be announced on the ORI-IACUC Listserv and listed on the ORI-IACUC website. Though selection of courses to fulfill this requirement is flexible, there is an expectation that the PI will take courses relevant to the species being studied and/or the procedures (i.e. surgery) being used. ORI or DLAR staff can be contacted to determine which course would be most valuable.

Exception for Research Training Consultants:

Often research training consultants are brought in for short-term training sessions. Trainers are currently required to be listed on the IACUC protocol if their training involves physical handling, surgical manipulation, or physical interaction with the protocol's animals and they are required to complete the mandatory education requirements.

However, the UK IACUC would grant them an exception to the UK mandatory training requirement if:

- 1) The species involved is not a not-human primate, and
- 2) The trainer can provide documentation from their home IACUC's office that they have completed the required training there, and
- 3) Their home institution is AAALAC accredited, and
- 4) Strict adherence to facility access procedures is followed.

For training lasting longer than short-term (more than 5 business days) or any of the above criteria is not met, the UK mandatory training would be required. This exception is intended to encourage these training events without making the documentation burdensome and yet still comply with the regulatory requirements.

Approved and Adopted by the
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