Policy 356

IACUC Member Education and Training Requirements

Responsible Official: Research Administration

Administering Division/Department: IACUC / Research Compliance and Regulatory Affairs

Effective Date: 09/04/2019

Last Revision Date: 10/05/2022

356.1 Purpose

The 8th Edition of the Guide for the Care and Use of Laboratory Animals (Guide), p. 17 requires that the institution provides IACUC members with training opportunities to understand their work and role(s). “The Guide” further states that this training should include the following components:

- Formal orientation to introduce new members to the institution’s program
- Relevant legislation, regulations, guidelines, and policies
- Animal facilities and laboratories where animal use occurs
- Process of animal protocol and program review

The Guide also indicates that IACUC members should have ongoing opportunities to enhance their understanding of animal care and use in science. Examples provided include meetings with animal care personnel and research teams, access to relevant journals, materials and web-based training and be given opportunities to attend meetings or workshops.

356.2 Scope

This policy applies to all IACUC voting and alternate members.

356.3 Requirements

356.3.1 Initial Training

Initial Training for new members is required for voting members, alternate voting members and recommended for non-voting or ex officio members.

- The first component of training for all new members consists of an introductory orientation meeting with the IACUC Director or (their) representative. At that meeting various components of the program are reviewed as indicated in the checklist found within Appendix A.

- The second component of training occurs over time and may include the IACUC Director and office staff(s) as well as experienced members of the Committee. One aspect of this training is that new members are paired with more experienced IACUC members or IACUC office staff(s) to perform protocol reviews, site inspections, and program reviews alongside these individuals in a mentoring-type relationship until the new member feels comfortable to perform their functions independently. This may occur as a formal one-on-one training or could be rotated among several individuals for different aspects of the training. During this training new members are instructed and provided with experience in the following:
  - Use of the protocol review and approval software
  - Aspects and components of proper protocol review
  - Guidance in the conduct of Semiannual Site Inspection and Program Review.
356.3.2 Continuing Education

Continuing education is offered via numerous formats on an ongoing basis. This includes both formally planned continuing education opportunities as well as ad hoc training both during and outside of IACUC meetings. IACUC members are offered opportunities to attend either live or pre-recorded webinars presented by USDA, OLAW, NABR, and other agencies, associations, and relevant organizations. IACUC members also have access to AALAS Learning Library courses and are encouraged to attend other educational opportunities such as AALAS and PRIM&R national meetings as well as other regional and local training courses. A list of additional resources for Continuing Education is provided in Appendix B.

356.4 References

The 8th Edition of the Guide for the Care and Use of Laboratory Animals

Appendix list

Appendix A - IACUC Member Training Materials and Resources
Appendix B - Continuing Education Opportunities for IACUC Members

Contact Information

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarification of Policy</td>
<td>Office of Research Compliance and Regulatory Affairs - IACUC</td>
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Revision History

- NA
Appendix A - IACUC Member Training

ORIENTATION MATERIALS:

1. REGULATORY GUIDANCE (Provided as electronic PDF versions)
   - Guide for the Care and Use of Laboratory Animals 8th edition
   - Guide to the Care and Use of Agricultural Animals
   - Guide to the Care and Use of Mammals in Neuroscience and Behavioral Research
   - Institutional Animal Care and Use Committee Guidebook
   - US Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research and Training
   - Animal Welfare Act and Animal Welfare Act Regulations
   - PHS Policy on Humane Care and Use of Laboratory Animals
   - OLAW Semiannual Program Review and Facility Inspection Checklist

2. EMORY UNIVERSITY IACUC INFORMATION AND AGREEMENTS
   - Emory University PHS Assurance
   - Organization of the Emory University IACUC
   - Common Acronyms-IACUC
   - Membership List
   - Schedule of Meetings
   - Member Responsibility and Expectations
   - IACUC Policies
   - DMR Agreement (Printed and requires signature)
   - Confidentiality Agreement (Printed and requires signature)
   - Emory University Adherence to Federal Regulations guidance sheet (excel spreadsheet)

3. AVAILABLE COURSESWORK AND RESOURCE MATERIALS (Optional)
   - AALAS Learning Library: Essentials for IACUC Members: Basic Course
   - eIACUC Form Preparation Checklist and Detailed Instructions (available on website)
Appendix B. Continuing Education Opportunities for IACUC Members

1. **IACUC Meetings:**
   - Changes or proposed changes in regulatory guidance
   - Changes or proposed changes to Emory polices or guidance
   - Summary updates from webinars and National Meetings (Relevant information will be distributed via email)
   - Dissemination of relevant publications (Relevant information will be distributed via email)
   - Best practice discussions related to animal welfare
   - Training and use of electronic protocol review and approval software
   - Discussion of protocol review tools and processes
   - Other relevant topics as needed

2. **Regulatory Webinars** - Live and pre-recorded webinars are presented by USDA, OLAW, NABR, and other agencies, associations, and relevant organizations are available for access.
   - USDA APHIS: Animal Welfare Publications, Forms and Guidance Documents

3. **Online training: AALAS Learning Library** - AALAS Learning Library provides courses for IACUC members such as:
   - 8th Edition of the Guide for the Care and Use of Laboratory Animals
   - Animal Welfare Act Regulations
   - AVMA Guidelines for the Euthanasia of Animals: 2020
   - Good Laboratory Practice Regulations
   - Occupational Health and Safety in the Care and Use of Research Animals
   - Orientation to Biosafety in Microbiologic and Biomedical Laboratories, 5th Edition
   - PHS Policy on Humane Care and Use of Laboratory Animals
   - Working with Controlled Substances

Link to AALAS Learning Library < [https://rcra.emory.edu/iacuc/training/web-training.html](https://rcra.emory.edu/iacuc/training/web-training.html)

NOTE: Other opportunities are presented to IACUC members as they arise or are made available. IACUC members are encouraged to participate in these activities as they have the opportunity.