



## IACUC Member Education and Training Requirements

### 356.1 Purpose

The 8<sup>th</sup> 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. “*The Guide*” further states that this training should include the following components:

- Formal orientation to introduce new members to the institutions 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 his 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 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 to perform protocol reviews, site inspections and program reviews alongside these individuals in a mentoring-type relationship until the new member feels comfortable acting independently. This may occur as a formal mentor : trainee one-on-one relationship, or could be rotated among a number of individuals for different aspects of the training. During this training new members are instructed and provided experience in the following:

- Use of the protocol review and approval software solution
- Aspects and components of proper protocol review
- Expectations and 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 LL 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.

### **356.4 References**

The 8<sup>th</sup> Edition of the *Guide for the Care and Use of Laboratory Animals*

### **356.5 Appendices**

Appendix A - IACUC Member Training

### **356.6 Document Properties**

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## **Appendix A - IACUC Member Training Materials and Resources**

### **ORIENTATION MATERIALS:**

#### **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

#### **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

Schedule and locations of Site Visits

IACUC Policies

DMR Agreement (Printed and requires signature)

Confidentiality Agreement (Printed and requires signature)

Emory University Adherence to Federal Regulations guidance sheet (excel spreadsheet)

#### **AVAILABLE COURSEWORK AND RESOURCE MATERIALS (Optional)**

AALAS Learning Library: Essentials for IACUC Members: Basic Course

eIACUC Form Preparation Checklist and Detailed Instructions (available on website)

[n. An IACUC Member's Guide to Facility Inspections](#)

[OLAW Semiannual Program Review and Facility Inspection Checklist](#)

## Continuing Education Opportunities for IACUC Members

### 1. **IACUC Meetings:**

- Changes or proposed changes in regulatory guidance
- Changes or proposed changes to Emory policies or guidance
- Summary updates from webinars and National Meetings
- Dissemination of relevant publications
- Best practice discussions related to animal welfare
- Review of research activities (Presentations by Faculty)
- Training and use of electronic protocol review and approval software solution
- Review and discussion of protocol review process-review of and updates to protocol submission instruction manual
- 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.

### 3. **Online training: AALAL LL**

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: 2013
- 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

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.