



**Drexel University IACUC Member Training and
Continuing Education – Standard Operating
Procedures**

Document No.:	Edition No.:	Effective Date:	Page:
ACU-002	002	9/17/2024	Page 1 of 4

Table of Contents

1. Overview..... 2
 Purpose..... 2
 Scope 2

2. New Member Orientation 2
 2.1 Online Training and Occupation Health Certification 2

3. Inspections..... 2

4. Protocol Reviews..... 3

5. Continuing Education 3

6. Responsibilities 3
 6.1 Drexel University IACUC Responsibilities..... 3

7. Resources..... 3

8. Revisions..... 4



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Document No.:	Edition No.:	Effective Date:	Page:
ACU-002	002	9/17/2024	Page 2 of 4

1. Overview

Purpose

The 8th Edition of the Guide for the Care and Use of Laboratory Animals (Guide), p.15-17, requires that all personnel involved with the care and use of animals be adequately educated, trained, and/or qualified, and that training programs include continuing education. This document provides an overview of the training provided to new IACUC members.

Scope

This procedure applies to all voting and alternate members of the IACUC at Drexel University.

2. New Member Orientation

IACUC members are appointed by the Institutional Official at Drexel University. The tenure of an IACUC member begins with the appointment date stated in the appointment letter.

All new members must undergo an orientation session with the Office of Research and Innovation. After the appointment letter has been sent, the IACUC Administrator will coordinate with the new member to schedule this orientation and will disseminate the following documentation:

- a. OLAW Animal Welfare Assurance,
- b. AAALAC Program description
- c. Electronic copy of the Guide to the Care and Use of Laboratory Animals

2.1 Online Training and Occupation Health Certification

IACUC members are required to complete online CITI training and an Occupational Health Review. The CITI training must be completed prior to the new member orientation and the occupational health review before participating in the semiannual inspection (see below). The required CITI training modules include:

1. IACUC Chairs, Members, and Coordinators (non-community members)
2. IACUC Community Member (Community member only)
3. Investigators, Staff, and Students

Occupational health recertification is required annually. To schedule an Occupational Health Review, please contact Edna Rojas in the department of Environmental Health and Radiation Safety (er58@drexel.edu).

3. Inspections and Program Review

New members are expected to participate in IACUC semiannual inspections, minimum one inspection in the Spring and Fall and the semiannual program review. **New members will be paired with members who have served on the Committee for two or more years to facilitate training.**



Drexel University IACUC Member Training and Continuing Education – Standard Operating Procedures

Document No.:	Edition No.:	Effective Date:	Page:
ACU-002	002	9/17/2024	Page 3 of 4

4. Protocol Reviews

New IACUC members will serve an apprenticeship period of no fewer than two IACUC review cycles. The apprenticeship period begins after completing new member orientation with the Office of Research. During this apprenticeship period, new members are expected to read all protocols in a review cycle and participate in scheduled meetings. The IACUC leadership team (Chair, Attending Veterinarian, IACUC Administrator, Post-Approval Monitor, and Director of Regulatory Compliance) will decide whether the apprenticeship period needs to continue past two review cycles on a case-by-case basis. After this period, new members may be assigned as a secondary reviewer for pre-reviews of new IACUC protocols. After serving as a secondary reviewer, the new member may be assigned to serve as a primary reviewer at the discretion of the IACUC chair. Protocol assignments are made by the IACUC Chair.

Note that some committee members have specialized roles that affect their assignments. For example, the veterinarian and statistician may be asked to review all protocols for aspects relevant to them, but never serve as a primary reviewer. Likewise, the community member(s).

5. Continuing Education

Continuing education for IACUC members usually occurs at scheduled IACUC meetings, no less than quarterly. The IACUC Office also provides opportunities to attend webinars, workshops, and training programs as they become available. The objectives of providing ongoing training for IACUC members is to update their knowledge, understanding and awareness of current laws and regulations, new directives, and best practice guidelines and institutional policies. It also provides a regular forum for the IACUC to discuss concerns or questions brought forth by the faculty, staff or members of the community.

Continuing education sessions may consist of reviews of current or new procedures or policies, case studies, reviews of current or new regulations or guidelines, presentations of relevant publications such as articles in Laboratory Animal, etc.

IACUC members are required to update CITI training every three years.

6. Responsibilities

6.1 Drexel University IACUC Responsibilities

The Drexel University IACUC and the IACUC Office are responsible for maintaining this guidance document, training, and monitoring. All exceptions to this procedure must be approved by the IACUC. For inquiries regarding these procedures, please contact the Director of Animal Welfare, a part of the Office for Research & Innovation (ORI), or the Attending Veterinarian

7. Resources

- [Guide for the Care and Use of Laboratory Animals](#)



**Drexel University IACUC Member Training and
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Document No.:	Edition No.:	Effective Date:	Page:
ACU-002	002	9/17/2024	Page 4 of 4

8. Revisions

Edition 001/Effective Date: 12/2017 – Original Document

Edition 001/Review Date: 06/2021 – Original Document

Edition 002/Revision Date: 9/11/2024 and Effective Date: 9/17/2024 – Revised Document.

- Updated formatting to new template.