

# IACUC Member Training and Continuing Education Procedures

## 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.

## Scope

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

## 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.** 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, AAALAC Program description

## Online Training and Occupational 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 must be completed 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 (all members)

To schedule an Occupational Health Review, please contact the Environmental Health and Safety department.

## Inspections

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

## 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.

### Continuing Education

**Continuing education for IACUC members usually occurs at scheduled IACUC meetings, no less than quarterly.** The objectives of providing ongoing training for IACUC members is to increase their knowledge, understanding and awareness of current laws and regulations, new directives, best practice guidelines and institutional policies, case studies etc. 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.

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