



Albert Einstein College of Medicine

Training Requirements for Animal Users at Einstein Policy

I. Purpose

The purpose of this policy is to ensure, as much as possible, the comfort and safekeeping of animals used in research at Albert Einstein College of Medicine (Einstein).

II. Scope

This policy applies to all research experiments and programs at Einstein.

III. Policy

A key mission of the Institutional Animal Care and Use Committee (IACUC) is to oversee the [training](#) of faculty, students and staff in the proper use of experimental animals at Albert Einstein College of Medicine (Einstein). To ensure that this training is adequate and consistent, all new animal users are required to complete the required training before starting to work with animals:

1. The on-line training module entitled: *Working with the IACUC* through [Collaborative Institutional Training Initiative \(CITI\)](#).
2. [The face to face in-house training](#)¹ entitled: *New Users Orientation to Research Animal Use at Einstein*. This face to face training is designed to explain institution-specific policies and procedures regarding responsible animal care and research. In addition, below are additional mandatory on-line training modules through CITI and additional **HANDS-ON** face to face in-house training. These are designed to provide training related to the specific species and specific procedures that will be performed under the approved animal use protocol.

¹ Once new personnel has registered for face to face in-house training, an [animal use protocol](#) or a [modification](#) to an approved animal use protocol listing the new personnel's name should be filed with the IACUC (iacuc@einsteinmed.edu).

FACE TO FACE IN-HOUSE TRAINING

Sterile Survival Surgery for Rodents - Principles & Practices

Mandatory for those that will perform rodent survival surgery

Safe and Humane Rodent Handling, Anesthesia, Analgesia and Euthanasia

Mandatory for all that will handle rodents

Sterile Survival Surgery for Non-Rodent Species Hands-On: **Mandatory for All Performing Survival Surgery on Non-Rodent Species** (*You MUST participate in hands-on portion of training*)

CITI ON-LINE TRAINING MODULE

- Module(s) related to specific rodent that trainee will handle in the laboratory

- Minimizing Pain and Distress

- Aseptic Surgery

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- Minimizing Pain and Distress

- Aseptic Surgery

*Please note that all required CITI on-line training modules should be completed **before** registering for face to face in-house training sessions.*

3. A walk-through orientation of the specific animal facility where animals are housed with an Institute for Animal Studies' Facility Supervisor. The purpose of the walk through is to: (1) introduce new animal users to the Facility Supervisor, and (2) ensure that new animal users are familiarized with facility-specific equipment, supplies, and procedures (e.g. PPE requirements, biosafety cabinet use, cage labelling, specialty cards, euthanasia station location and use) etc. An invitation to take the walk through orientation will be sent by e-mail once the following has occurred:

- All required on-line training modules and face to face in-house training sessions have been completed.
- The IACUC Office has received an [animal use protocol](#) listing the new animal user **OR** a [modification](#) to add the new animal user to an approved animal use protocol. **The appropriate document should be filed when you register for face to face in-house training.**
- **If you do not have an Einstein e-mail address**, you must provide written documentation from [Einstein's Occupational Health Service Department](#) that you have been cleared to work at Einstein.

Faculty, students and staff who will work with animals at Einstein must complete all required training **before** they can be approved as personnel on an animal use protocol.

IV. Definitions

None.

V. Effective Date

Effective as of: 20 February 2018.

VI. Policy Management and Responsibilities

Einstein's Institutional Animal Care and Use Committee (IACUC) is the Responsible Office under this Policy. The Institutional Official for the IACUC is the Responsible Executive for this policy. The IACUC Chairperson is the Responsible Officer for the management of this policy.

VII. Approved (or Revised)

	
_____ Institutional Official	_____ Date

Revision dates: 8/15/01, 12/2013, 6/15/2011, 11/18/2014, 2/20/18