

Title: **Training for IACUC Members**

Effective Date: **October 21, 2011**

Revision # **03**

Standard Operation Procedure Number: **IACUC-TRN-002** Last Committee Review: August 8, 2017

Purpose/Scope

The purpose of this Standard Operating Procedure (SOP) is to outline the IACUC's procedure regarding training of IACUC members.

Definitions

IACUC Member: A voting member of the IACUC.

IACUC Staff: Members of the Office of Research Compliance who support the functions of the IACUC.

Background

The AWAR do not explicitly identify IACUC members as needing training, but it can be inferred from §2.32,a, which states that all individuals involved in animal care, treatment, and use be qualified to perform their duties. IACUC members in order to perform their duties also must have sufficient knowledge or experience, which may be provided by training. First and foremost, IACUC members should receive training on animal research laws and standards and on institutional policies and procedures. This training may cover many of the topics listed in the following (standards for housing and care, euthanasia standards, pain and distress, etc.). In addition to material provided by the institution, online resources are available such as the American Association for Laboratory Animal Science Learning Library and IACUC.org. Also, attendance at an IACUC-focused conference may be helpful.

Policy/Procedure

- I. New IACUC Members
 - a. The IACUC Chair and Animal Care & Use Program Officer are notified by way of copied correspondence when the Vice President for Research and Economic Development appoints a new member to the IACUC.
 - b. The IACUC Staff or IACUC Chair will contact the new member(s) to schedule an orientation meeting covering the following items:
 - i. IACUC member attendance
 - ii. IACUC meeting packets
 - iii. Confidentiality
 - iv. Conflict of interest
 - v. IACUC review process
 - c. The new IACUC member will receive IACUC resources and training materials.
 - d. The new IACUC member will complete the "Essentials for IACUC Members" online course through the CITI Program at www.citiprogram.org.
- II. All IACUC Members
 - a. There will be annual continuing training for existing IACUC members through webinars and case studies presented at IACUC meetings as well as an annual IACUC member retreat.
 - b. Additionally, IACUC members will be offered the opportunity to attend national IACUC training periodically.

Mississippi State University IACUC Standard Operating Procedure

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Reviewed:

IACUC Chairperson Date

Research Compliance Director Date