

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 013.6

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TITLE: **Employee Orientation and Training**
SCOPE: All New Animal Program Personnel
RESPONSIBILITY: Assistant Director, Facility Manager, Training Coordinator, All Animal Program Personnel
PURPOSE: To Outline the Proper Procedures for the Introduction of Institutional and Divisional Policies and Procedures, Provide Documentation of Health and Risk Assessment, and Certify Adequacy of Training and Experience of All Employees

I. ORIENTATION and TRAINING with the ASSISTANT DIRECTOR

1. Human Resources, Payroll, and Divisional Policies

- a. Each new employee of the Division of Comparative Medicine meets with the Administrative Assistant Director (AD) to ensure all Human Resource requirements of new employees have been met. An **Employee Orientation and Training Checklist** document (**CMDC #038**) is initiated. Once completed, this document is returned to the AD to file in the employee's training file.
- b. The new employee is provided an overview of the University's Global Employment System (GEMS). In addition, information is provided regarding the payroll system and how to track and submit timesheets for payment.
- c. The AD establishes new employee and personnel files to track training, education, and dates of occupational health and risk assessments.
- d. Three files are established and maintained in the Administrative Office for each new employee:
 1. **Personnel file** (which includes verification of education and certification)
 2. **Training file**
 3. **Occupational Health file** (which includes information regarding Workers' Compensation claims)
 4. Files are maintained for length of employment. Once employment is terminated, all files are archived and maintained for a period of 5 years.
- e. The Assistant Director introduces new employees to the divisional **Employee Policies (CMDC #098)** and provides them with their own copy. Divisional policy compliance is expected of all employees, and proper procedures are explained for:
 1. Work schedules
 2. Calling in sick
 3. Requesting time off
 4. Conduct
 5. Completing timesheets
- f. Each employee is provided a copy of **Employee Orientation and Training (SOP #013)**.

2. Occupational Health and Safety

- a. Each new employee of the Division of Comparative Medicine, jointly with the AD, is required to complete the **Health and Risk Assessment for Employee Safety In The Care and Use of Animals (RIC #004)**. The AD reviews health and safety principles and relevant standard operating procedures with all new employees so that they are informed of potential hazards associated with their work, understand how these hazards are controlled, and have knowledge of safe work practices and the use of protective supplies and equipment. Once completed, the Health and Risk Assessment document is maintained in the employee's Occupational Health file.
- b. Employees are scheduled for comprehensive health services provided by **USF Medical Health Administration**, which consist of serologic documentation of immunization with rubella, rubeola, varicella, hepatitis B, Hepatitis A, and diphtheria/tetanus. Documentation of rabies vaccination and TST/PPD skin test or BCG vaccination for tuberculosis may also be requested depending on the animal models in use. USF Medical Health Administration maintains records of the results of these health assessments and vaccinations and provides Research Integrity & Compliance with written confirmation that health services have been completed, documentation of which is uploaded to the employee's profile in the ARC system for IACUC certification.
- c. Employees are informed that an Occupational Health Care Physician is available to discuss any preexisting, existing, or possible future health conditions that could affect their ability to perform their duties.
- d. The AD presents information to new employees regarding the **USF Hearing Conservation Program** viewable at: <http://www.usf.edu/cbcs/csd/services/hearing-clinic.aspx> and the Division's **Respiratory Protection Program**. Records relating to the Hearing Conservation Program are maintained within the offices where the audiograms are conducted at the Department of Communication Sciences and Disorders. Records relating to the Respiratory Protection Program are maintained within the employee's Occupational Health file in the Administrative Office.
- e. The AD presents information to new employees on potential work-related injuries and reviews:
 1. Proper procedures for reporting suspected health hazards and work-related injuries. Bites, scratches, or any accident should be reported to a supervisor immediately and an incident report filed for each occurrence.
 2. Information regarding potential zoonoses, practices of personal hygiene which limit exposure, and risk of contracting zoonoses. This information and the nature of noxious, toxic, hazardous, infectious or carcinogenic agents or compounds, when used, are posted on the door of the room containing the animal collection exposed to such agents.
 3. **SOP # 906** entitled **Chemical Hazard Communication**, **SOP #901** entitled **Material Safety Data Sheet (MSDS)**, and the **USF Chemical Hygiene Plan** viewable at: <http://www.usf.edu/administrative-services/environmental-health-safety/documents/labsafety-new2016chp.pdf> to acquaint new employees with chemical hazards in the work place and practices of safe chemical use.

3. Training & Regulations

- a. Employees are expected to begin **New Employee Checklist (CMDC #38)**.

- b. The AD reviews the ***Disaster Response Policy (CMDC #34)*** and the ***Emergency Contacts Sequence (CMDC #153)***.
- c. New employees are informed of safety training requirements:
 1. Biosafety training
 2. Lab Safety/Hazardous Waste Training
- d. The AD provides new employees with an introduction to the ***Guide for the Care and Use of Laboratory Animals*** (“the Guide”), the ***Animal Welfare Regulations (AWR)***, the ***Public Health Service Policy*** (“PHS Policy”), and ***IACUC Principles & Procedures of Animal Care and Use*** and provides them access to copies to read and become familiar with so that care, treatment, and use of animals will be in accordance with these policies.

II. ORIENTATION and TRAINING with the FACILITY MANAGER

1. New employees continue completing the ***New Employee Training Checklist (CMDC #038)*** with the facility manager/supervisor of the facility to which they are assigned. This affords the employee training in the species, procedures, and equipment that may be encountered at that particular facility. The checklist is in a format that lists the training subjects and the specific materials containing information related to the activities at the assigned facility. This checklist is intended to serve the employee as a comprehensive reference of the information they are expected to know and serve the managers as a checklist to document that new employees have been thoroughly trained and are familiar with the practices, policies, and procedures of the laboratory animal facility.
2. Employees are expected to complete the material in the checklist in the time frame allotted on the checklist. The completed ***New Employee Training Checklist*** is submitted to the AD to be included in the employee’s training file.
3. During the first two weeks of employment, new employees are provided on-the-job training by being assigned to work with trained personnel as they perform their daily duties. This affords new employees with the opportunity to observe, receive instruction, and ask questions while carrying out these duties under direct supervision. New employees are assigned to as many established employees as necessary to provide rotation through all animal rooms and exposure to all the standard policies, practices, and procedures
4. Facility managers and supervisors make certain new employees are afforded time to read the related SOPs/materials associated with each species or procedure as they are being trained to insure proper and thorough training.
5. As the employee completes their on-the-job training and the required reading, the facility manager will discuss the particular topics on the checklist with the employee to determine whether they can demonstrate sufficient knowledge of divisional policies, practices, and procedures. When satisfied that the employee has demonstrated a thorough understanding of the subject matter, the manager/supervisor, or their designee, will initial and date next to the topic on the checklist to document that training has taken place. This is repeated for each topic on the checklist.
6. As part of the ***Orientation of Animal Care Staff***, an ***Employment Site Orientation*** is conducted with the facility manager to provide information to new employees about

- specific site-of-employment policies and procedures and includes discussions regarding:
- a. The procurement of university and facility identification cards
 - b. Access cards
 - c. Keys (if applicable)
 - d. Parking & parking permits
 - e. Scrubs
 - f. Shoes
 - g. Locker space
7. New employees are provided with a facility-specific list of phone numbers and contact information.
8. Dress code procedures and handling of caging and animals is reviewed for:
- a. Conventional rooms (SOP #905)
 - b. Isolation rooms (SOP #413 & #414)
 - c. Biohazard (SOP #408 & #415)
 - d. Quarantine (SOP #411)
9. Animal husbandry procedures and practices are discussed and demonstrated
- a. Standard caging and husbandry (SOP #400 & #413)
 - b. Standard weaning practices
 - c. Exhaust Air Dust (EAD) Testing (SOP #409 & #429)
 - d. Animal room cleaning and sanitation (SOP #015 & #016)
 - e. Paperwork usage and record keeping.
 - f. Documentation of health concerns and resolution of veterinary treatments (SOP #006).
 - g. Disposal of carcasses (SOP #017).
 - h. Use of facility-supplied gases (e.g., CO₂) (SOP #401) (i.e., location, use, labeling)
 - i. Reporting facility issues (e.g., lights out, water leaks, etc.)
10. Transportation of animals (SOP #007 & CMDC #s 004, 096) is discussed:
- a. Within facilities
 - b. To outside labs
 - c. Between facilities
11. Technical support is discussed/reviewed:
- a. Technical services available to research staff and how they are scheduled
 - b. How training time for technicians is scheduled with Training Coordinator and others
 - c. How technical services are billed
12. Reporting of animal welfare concerns is discussed:
- a. Mechanism for how to report animal welfare concerns
 - b. Contact information of who to report concerns to
13. Health surveillance of animals (SOP #005 & 006) is reviewed:
- a. Procedures for conducting health checks and reporting health concerns to PI's and veterinarians
 - b. Details of the sentinel program

- c. How requests for veterinary assistance are conducted.
14. Facility safety is discussed/reviewed:
- a. Eating and drinking restrictions
 - b. Use and disposal of sharps and PPE (SOP #902 & #1008)
 - c. Use and disposal of radio-isotopes and biohazards
 - d. Evacuation and take-cover routes (SOP #907)
 - e. Location of fire extinguishers
 - f. Chemical hazard communication (SOP #906), where hazardous chemicals are stored/used, and the location of the **Chemical Hygiene Plan, (M)SDS Book, and Chemical Inventory**.
 1. Explain how to use the information on an (M)SDS sheet (i.e., spill cleanup, PPE selection).
 2. Describe how to read and interpret labels
 3. Discuss the types of chemical hazards in the work place (i.e., flammable, health, reactive, other)
 4. Review measures to protect employees for hazards in the work place (PPE, eye-wash stations, safety showers, etc.).
 5. Describe the physical and health hazards associated with chemicals in the work area.
 - g. Explain the methods and observations to detect the presence of hazardous chemicals. Review how to report emergencies (i.e., veterinary, medical, building).
15. AALAS Learning Library training module:
- a. Instruct new employee on how to request an AALAS Learning Library (ALL) account by contacting IACUC@research.usf.edu.
 - b. Complete the module entitled "*Laws, Regulations, Policies, and the Guide – USF Orientation*" viewable at: <https://www.aalaslearninglibrary.org/>
 - c. Print certificate of completion, scan, and save as PDF for upload during ARC registration.
16. ARC Registration
- a. Complete ARC registration at <https://arc.research.usf.edu/Prod/>
 - b. Upload the following four (4) completed PDF documents to your ARC researcher's profile to become eligible for IACUC certification:
 1. Health & Risk Assessment (RIC004)
 2. Orientation of Animal Care Staff (CMD #102)
 3. ALL certificate of completion
 4. Curriculum vitae, Biosketch, or resume of your education/degrees, certifications, presentations, and publications.
17. To facilitate weekend & holiday coverage, and the potential for reassignments, new employees must ensure facility access has been approved for Moffitt via Contractor Onboarding and USF facilities with USF ID card by the end of their first year of employment. Failure to obtain facility access by one year of employment will result in goal "not achieved" on annual performance evaluation.

III. CONTINUING EDUCATION and TRAINING

1. Information is presented on how all full-time animal care program staff are required to prepare for and receive certification by the **American Association for Laboratory Animal Science (AALAS)** prior to being hired permanently. Scheduled classes may be made available by the Division, on an as-needed basis to assist employees in acquiring AALAS certification. Introduction to the AALAS certification program is accomplished through the completion of a new employee's Training Checklist. Training materials/manual is provided at that time.
2. Methods for acquainting all personnel of the Division of Comparative Medicine with new and revised institutional and divisional practices, policies, and procedures are as follows:
 - a. New and revised practices, policies and procedures are distributed and discussed at management training sessions attended by the professional, administrative, and management staffs of the Division of Comparative Medicine.
 - b. New and revised practices, policies, and procedures may also be distributed by email to professional, administrative, and management staff during the interval between scheduled management meetings.
 - c. Subsequently, each facility manager is responsible for conducting a formal training session with their respective facility personnel regarding these new or amended policies and procedures.
 - d. Training sessions are memorialized using the **Staff Training and Attendance Log (CMDC #145)** and should include the following:
 1. Date of training
 2. The policies and procedures discussed
 3. Signatures of personnel in attendance
 4. Training must take place within 10 working days of the distribution of new and revised practices, policies and procedures.
 - e. The completed **Staff Training and Attendance Log (CMDC #145)** is submitted to the Research Services Administrator within 10 working days to be included in the *Management Training File*.
3. Continuing education-intramural
 - a. Formal training sessions are held periodically to train animal care staff on the techniques and procedures necessary to support the animal care and use program and support research technical service requests.
 - b. Formal training sessions are documented by the Training Coordinator in a species-specific Comparative Medicine Staff Training Log and include the following:
 1. Date of training
 2. Species the individual works with within the program
 3. Level of competency (for each skill listed, the individual is rated at one of four levels):
 - a. Received- entry level/introduction to the skill (didactic & demo)
 - b. Achieved- in training/learning physical skill (hands-on)
 - c. Proficient- proficient/on study (capable of troubleshooting)
 - d. Trainer- can direct/re-direct others
 - b. The Comparative Medicine Staff Training Log is maintained by the Training Coordinator.

1. Continuing education-extramural

- a. All animal program staff are encouraged to continue their education in laboratory animal science by attending and participating in meetings, conferences, courses, and workshops.
- b. Documentation of attendance and participation at meetings, conferences, courses, and workshops are submitted to the AD to be included in the individual's personnel education/training file.
- c. Continuing education (CE) is now required to participate in the AALAS Certification Registry and can be accomplished by formal education, publications and presentations, participation in professional societies, and through personal development courses.
- d. Animal program staff participating in the AALAS Certification Registry should maintain documentation of attendance, active participation, or completion of any CE units for submission to AALAS prior to their Registry period expiration date. Submission of CEUs is made by the individual through the AALAS website.

Approved:

Date: