

NEW COMPARATIVE MEDICINE EMPLOYEE ORIENTATION & TRAINING CHECKLIST

Name:	Start Date:	
Primary Trainer:	Facility:	
Week One	Staff	Trainer
Read SOP: 013.5, "Employee Orientation and Training"		
Read "Employee Policies" (CMDC 098)		
Health & Safety		
1. Read SOP 032.4 "Occupational Health and Safety of Personnel"		
2. Fill out form "Communicable Disease Prevention Certification" and email completed form to mha@health.usf.edu		
3. After submission, call 974-3163 for an Occupational Health appointment.		
4. Complete appointment.		
Fill out Employee Emergency Contact Information (CMDC #204)		
Fill out Dedicated Shoes Order Form		
Assign locker and issue scrubs		
Fill out "Hearing Conservation" form CMDC 232.1. If enrolling call 974-8804. Tell office you are Comparative Medicine staff, first appointment will be for 1.5 hours and no noise for prior 14 hours.		
Fill out USF Essential Personnel Acknowledgment and sign up for IS 100, <i>Introduction to Incident Command System</i>		
Apply for facility access		
Review time sheet completion		
Receive NetID, log onto "My USF", set up direct deposit and address		
Introduction to Facility		
1. Bulletin & message boards inside break room & adjacent to manager's office		
2. Room assignment board		
3. Animal arrival board		
4. Where office supplies and cage cards are kept; meaning of colored cage card flags		
5. Laundry room		
6. Cage wash operations (e.g., feed & bedding storage, dirty & clean cage inventory)		
7. Collateral duties roster		
8. Supply storage		
Review SOPs: 006, 015, 016, 022, 1116.		
Review contents & purpose of housing room log book: Room status sheet, Progress notes, Per diems, PI & research staff emergency contact information		
Animal Handling, Cage Changing, Room Duties		
1. Observe cage change-out procedures		
2. Review procedures for requesting to euthanize moribund animals, how to handle animals found dead, and where carcasses are placed in necropsy. Review SOP 017.		
3. Review handling and restraint of mice during a cage change-out		
4. Review room housekeeping tasks		
5. Review SOPs: 400, 402, 403, 410, 006		
ARC Registration, AALAS Registration		
Obtain ARC registration at http://ARC.research.usf.edu/prod/		
Obtain an AALAS Learning Library (LL) account by emailing IACUC@usf.edu		
Schedule in-person training in "Rodent Basic Biotechnology-mice" for next Wednesday		

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Name:		
Week Two	Staff	Trainer
Begin requirements of "IACUC Certification of Research Personnel"		
Document ARC access and uploaded Resume, Facility Orientation, and Health and Risk Assessment.		
Complete two AALAS LL modules (1) "Laws, Regulations, Policies, and the Guide - USF Orientation", and (2) "Rodent Basic Biomethodology", upload to ARC, email to compmed@usf.edu		1A
Complete in-person training in "Rodent Basic Biomethodology-mice"		1B
Review where training mice are housed and how to schedule practice time, supplies, location, and use		
Animal Health		
Complete AALAS LL module "Health Concerns of Mice", upload to ARC, email to compmed@usf.edu		3A
Review reporting Animal Health & Environmental Concerns. Know where forms are kept. Re-review SOP 006.		
Assist another technician with husbandry and animal care.		
Review SOP 1129; emphasizing item VI entitled "Cleaning, Sanitizing & Filter Replacement"		
Complete in-person training in common health concerns of mice (CMDC #251)		3B
Euthanasia		
Complete AALAS LL module "Euthanasia of Mice", upload to ARC, email to compmed@usf.edu		4A
Review SOP 401 & SOP 1163		
Animal Receipt		
Review SOPs: 005, 007		
Assist with receiving & housing newly arrived animals		
Review SOPs: 004, 011, 024, 025, 026		
Cage Wash		
Review SOPs: 1003, 1004, 1005, 1010		
Assist in cage wash dirty side		
Assist in cage wash clean side		
Review SOP 1005, emphasizing item 3, page 6. Demonstrate understanding of emergency procedures.		
Isolation		
Complete AALAS LL module "Handling and Use of Immune Deficient Mice", upload to ARC, email to compmed@usf.edu		2A
Schedule in-person training in "Handling and Use of Immune Deficient Mice" for next Monday		

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Name:		
Week Three	Staff	Trainer
Demonstrate that you are able to work in an animal housing room independently.		
Complete in-person training in "Handling and Use of Immune Deficient Mice" on Monday (CMDC #221), upload to ARC, email to compmed@usf.edu		2B
Review Disaster Response Plan CMDC 34.12. Understand location of fire alarms, extinguishers, exit points		
Review Chemical Hygiene Plan & sign Training Page		
Enroll and complete USF Biosafety Course, http://www.research.usf.edu/dric/biosafety/education.asp#per		
Complete EH&S Annual Training: Hazardous Material and Biomedical Waste		
Read SOP 024		
Euthanasia		
Complete in-person training in CO2 euthanasia of mice (CMDC #252)		4B
Demonstrate proficiency in CO2 rodent euthanasia & secondary methods of euthanasia		4C
Quarantine		
Review SOP 411, work in Quarantine		
Autoclave Sterilization		
Review SOP 1002, 1006, 1007, 1147		
Review wrapping a pack and primary enclosure for autoclaving		
Run a load in the autoclave with all monitoring devices		
IACUC Certification		
Confirm IACUC certification including ARC access		
Request access to ARC as "CM staff" role by emailing rsch-arc@usf.edu & fmoulvi@usf.edu		
Identification & Weaning		
Complete AALAS LL "Identification & Weaning of Mice", upload to ARC, email to compmed@usf.edu		5A
Complete in-person training in identification and weaning of mice (CMDC #253), upload to ARC, email to compmed@usf.edu		5B

Week Four	Staff	Trainer
Anesthesia		
Complete AALAS LL "Isoflurane Anesthesia of Mice", upload to ARC, email to compmed@usf.edu		6A
Read SOPs 028, 033, 1140		
Complete in-person training in isoflurane anesthesia (CMDC #254), upload to ARC, email to compmed@usf.edu		6B
Demonstrate proficiency in isoflurane anesthesia of mice		6C
IACUC Certification		
Confirm access to ARC as "CM staff" role with read privileges of all IACUC protocols		
Basic Methods Involving Mice		
Demonstrate proficiency in handling, restraint, sexing, identification, and weaning of mice		5C
ABSL-2		
Review SOPs: 408, 413, 415, 1127		
Demonstrate understanding of PPE, signage, cage flags, and ABSL-2 change-out requirements, including at the cage containment level regarding recombinant DNA, and within a ABSL-2 room for infectious agents.		

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Name:		
Week Five	Staff	Trainer
Substance Administrations to, & Blood Collection from Mice		
Complete AALAS LL "Substance Administrations to & Blood Collection from Mice", upload to ARC, email to compmed@usf.edu		7A
Complete in-person training in substance administrations to, and blood collection from mice (CMDC #255), email to compmed@usf.edu		7B

Week Six		
Necropsy of Mice		
Complete AALAS LL "Necropsy of Mice", upload to ARC, email to compmed@usf.edu		8A
Complete in-person training in necropsy of mice (CMDC #256), upload to ARC, email to compmed@usf.edu		8B

Week Seven		
Intravenous Administrations to Mice		
Complete AALAS LL "Intravenous Administrations to Mice", upload to ARC, email to compmed@usf.edu		9A
Complete in-person training in IV administrations to mice (CMDC #257), upload to ARC, email to compmed@usf.edu		9B
Schedule in-person training in aseptic surgical techniques for a Thursday		

Week Eight		
Aseptic Surgery		
Complete AALAS LL "Rodent Aseptic Surgical Technique", upload to ARC, email to compmed@usf.edu		10A
Complete in-person training in aseptic surgical techniques (CMDC #215), upload to ARC, email to compmed@usf.edu		10B
Schedule in-person training in basic bi methodology of rats for a Tuesday		

Week Ten		
Rats		
Complete in-person training in Rat Basic Bi methodology (CMDC #219-rats), upload to ARC, email to compmed@usf.edu		11A
Demonstrate proficiency in handling and husbandry of rats		11B

Week Eleven		
Swine		
Complete AALAS LL "Swine Care and Use", upload to ARC, email to compmed@usf.edu		12A
Complete in-person training basic bi methodology (CMDC #246-swine), upload to ARC, email to compmed@usf.edu		12B
Complete in-person training USDA species record keeping		12C
Complete in-person training anesthetic patient-swine induction, surgical preparation, and monitoring		12D

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Name:		
Week Twelve		
Demonstrate proficiency in subcutaneous (SC) administration		7C
Demonstrate proficiency in intraperitoneal (IP) administration		7D
Demonstrate proficiency in gavage (PO) administration		7E
Demonstrate proficiency in submandibular, submental, and saphenous blood collections		7F
Demonstrate proficiency in retroorbital sinus (RO) blood collection		7G
Take USF "Golf Cart Training" online class via EH&S		
Obtain ALAT manual to begin studying for AALAS certification exam		
Demonstrate proficiency in necropsy and tissue derivations of mice		8C
Demonstrate proficiency in retroorbital sinus (RO) injections of mice		9C
Demonstrate proficiency in tail vein intravenous (IV) injections of mice		9D
Demonstrate proficiency in assisting with rodent aseptic surgery technique		10C
Demonstrate proficiency in assisting with swine induction, preparation, and maintenance monitoring		12D