

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 013.2

Date Issued: 11/00

Date Revised: 7/02

Page 1 of 4

TITLE:	Employee Orientation and Training
SCOPE:	All Animal Program Personnel
RESPONSIBILITY:	Facility Manager, Surgical Core Manager, 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

1. Occupational Health and Safety
 - a. Each new employee of the Division of Comparative Medicine, jointly with the Assistant Director, is required to complete the ***Health and Risk Assessment for Employee Safety In The Care and Use of Animals***. The Assistant Director reviews health and safety principles with all new employees so 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.
 - b. Employees are provided comprehensive health services by Health Administration's Infectious Disease Center consisting of serologic documentation of immunization with rabies (when appropriate), rubella, rubeola, varicella, hepatitis B, and diphtheria/tetanus vaccines, and documentation of PPD skin test for tuberculosis. Health Administration makes the results of these health assessments and vaccinations available to Comparative Medicine, and they are recorded on the ***Comprehensive Health Assessment Form*** by the Assistant Director.
 - c. The Assistant Director presents information to new employees on 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, and 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. ***Material Safety Data Sheet*** (MSDS) information to acquaint new employees with their use and location (See ***SOP 901***).
2. The Assistant Director introduces new employees to the ***Divisional Policies for Employees*** and provides them with their own copy. Divisional Policy compliance is expected of all employees and proper procedures are explained for:
 - a. Work schedules

- b. Calling in sick
 - c. Requesting time off
 - d. Conduct
 - e. Completing timesheets
- 3. An **Employment Site Orientation** is conducted with the Assistant Director and/or the Facility Manager to provide information to new employees about specific site of employment policies and procedures and includes discussion regarding:
 - a. The procurement of keys or key cards
 - b. Parking policies and permits
 - c. Identification cards
 - d. WOC appointment (VA only)
 - e. Issuance of scrubs, shoes and lockers and discuss how these items are dedicated to a particular facility, what an appropriate uniform consists of and where it can and cannot be worn (see **SOPs 905.2 and 1008**).

II. TRAINING

- 1. New employees are provided an introduction to the **AWR 1995, PHS Policy 2000, Guide 1996**, and the **IACUC Policies of Animal Care and Use** and provided access to copies to read and become familiar with so that their care, treatment, and use of animals will be in accordance with these policies.
- 2. Information is presented on how full-time animal care program staff are required to prepare for and receive certification by the **American Association for Laboratory Animal Science (AALAS)**.
- 3. New Employee Training
 - a. Each new employee, jointly with the Facility Manager is required to complete the **New Employee Training Checklist (CMD C #037.1 & #038.1)** during his or her training period. The checklist is in a format that lists all training subjects and the specific SOPs containing information related to those subjects while providing space for documentation of proficiency and the date this is accomplished. 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.
 - b. The **New Employee Training Checklist** is divided into three parts for personnel with animal handling responsibilities to document training and understanding of:
 - 1. Species specific knowledge, e.g., husbandry practices and handling and restraint
 - 2. Standard policies, practices and procedures
 - 3. Advanced policies, practices and procedures
 - c. Maintenance support personnel will complete the **New Employee Checklist for Maintenance Support Workers** that specifically addresses the procedures they will be performing.
- 4. 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.

5. Facility Managers and Supervisors make certain new employees are afforded time to read the related SOPs and view training videos associated with each species or procedure as they are being trained to insure proper and thorough training.
6. As the employee completes their on-the-job training and reads the related SOPs the Facility Manager will discuss the particular topics on the checklist with the employee to determine if 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 will initial and date next to the topic on the checklist to document training has taken place. This is repeated for each topic on the checklist.
7. The **New Employee Training Checklist** should be completed within 2 weeks and will be submitted to the Assistant Director for verification and incorporated into the employee's permanent training record.
8. The advanced training portion of the **New Employee Training Checklist** is designed to demonstrate a higher level of training of employees and may be completed following the standard orientation and training documentation. The employee should retain the advanced training checklist until sufficient knowledge of the advanced policies, practices, and procedures and all entries have been demonstrated and initialed and dated by a supervisor or trainer. Once completed the advanced training checklist will be submitted to the Assistant Director to be incorporated into the employee's permanent training record.
9. All documentation of employee health and risk assessment, comprehensive health assessment, orientation, training, certifications, and continued education will become part of the employee's permanent record and will be maintained by the Assistant Director in the administrative offices.
10. Employee Training
 - a. All full-time animal care program staff are required to receive AALAS certification prior to being hired permanently. Scheduled classes will be made available by the Program, on an as needed basis to assist employees in acquiring AALAS certification.
 - b. 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:
 1. New and revised practices, policies and procedures are distributed and discussed at monthly management training sessions attended by the professional, administrative and management staff of the Division of Comparative Medicine.
 2. 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.
 3. Training sessions will be memorialized in the form of a memorandum and should include the following:

- a. Date of training
 - b. The policies and procedures
 - c. Signatures of personnel in attendance
4. The completed training memorandums are submitted to the Administrative Assistant within 10 working days to be included in the ***Management Training File***.

11. Continuing Education-Intramural

- a. Formal training sessions are held periodically to familiarize animal care staff with the techniques and procedures necessary to support the animal laboratory and research program.
- b. Formal training sessions are memorialized by memorandum to training file and should include the following.
 1. Date of training
 2. Techniques and procedures
 3. Instructor
 4. Location of training
 5. Personnel in attendance
- c. The completed training memorandums are submitted to the Administrative Assistant within 10 working days to be included in the ***Continuing Education-Intramural File***.

12. 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 on meetings, conferences, courses, and work shops are submitted to the Assistant Director to be included in the individuals personnel files for education/training.
- c. Continuing Education 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.
- e. The completed AALAS Technician Certification CEU Submission Form and Registry Invoice are submitted to the Administrative Assistant for payment of fees and submission to AALAS.

Approved:

Date: