



Duke University & Duke University Medical Center  
Animal Care & Use Program  
Policy



## REGULATORY REQUIREMENTS TRAINING FOR DUKE CARE STAFF

**PERFORMANCE STANDARD:** To provide care staff members of the Duke animal care and use program with a base line level of animal program regulatory training.

**BACKGROUND:**

1. The “Guide for the Care and Use of Laboratory Animals:” The Animal Welfare Regulations and PHS Policy require institutions to ensure that people caring for or using animals are qualified to do so. Personnel caring for animals should be appropriately trained, and the institution should provide for formal or on-the-job training to facilitate effective implementation of the program and humane care and use of animals.”
2. All researchers and research technicians must complete the web based training (currently) to work with Duke owned animals.
3. Animal care staff are not currently required to complete any baseline level of program training prior to working with Duke animals.
4. An alternate training option must be provided which addresses linguistic limitations for otherwise productive employees.

**OUTLINE OF POLICY:** All care staff members of the Duke animal care and use program will participate in a base line level of animal program oversight training:

1. **NEW HIRES** must successfully complete one of the options of training described below, and must successfully pass the selected option associated examination to work with Duke owned animals. This must be completed during the new hire probation period.
2. **CURRENT EMPLOYEES** must successfully complete one of the options of training described below, and must successfully pass the selected option associated examination to work with Duke owned animals. Failing to successfully pass the examination, will result in a repeat training. A total of three cycles will be provided to the employee. Failure to successfully an examination will result in suspension of animal care privilege, unless the employee is certified by DLAR that the employee is sufficiently trained and experienced to work with Duke owned animals. That this task be accomplished within one year from the date of the IACUC approval of this policy (22 September 2006).

## **METHODOLOGY:**

1. Animal Care Staff must participate in either:
  - A. Existing Web Training (as provided for PIs and research associates)
  - B. A classroom style training that matches the objectives of the Web Training.
2. All Duke animal care staff must successfully complete:
  - A. Existing Web Examination (as provided for PIs and research associates), or
  - B. A classroom style examination that matches the objectives of the Web Training  
(must be readable and understandable at a newspaper level).
3. Any Duke animal care staff member who is unsuccessful in the examination must repeat the training program (which may be modified, while maintaining the objectives, if specific deficiencies can be determined).
4. A total of 3 cycles of training will be required for those who do not successfully pass the first (or second) examination.
5. Individuals who do not successfully pass the examination after three training cycles will be suspended from animal care duties (or in the case of new hires will not be allowed to work with animals) until the individual is either:
  - A. Certified by Director, DLAR that the employee is sufficiently trained and experienced to work with Duke owned animals.
  - B. Is reassigned to indirect (non-contact) animal care duties.