

# NEW COMPARATIVE MEDICINE EMPLOYEE ORIENTATION & TRAINING CHECKLIST

<b>Name:</b>		<b>Start Date:</b>
<b>Primary Trainer:</b>		<b>Facility:</b>
<b>Week One</b>	Staff	Trainer
Read SOP: 013, "Employee Orientation and Training"		
Read "Employee Policies" (CMDC 098)		
<b>Health &amp; Safety</b>		
1. Read SOP 032. "Occupational Health and Safety of Personnel"		
2. Fill out form "Communicable Disease Prevention Certification" and email completed form to <a href="mailto:mha@health.usf.edu">mha@health.usf.edu</a>		
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. 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 the <a href="#">USF Essential Personnel Acknowledgement form</a> and send to <a href="mailto:usf-emergencymgmt@usf.edu">usf-emergencymgmt@usf.edu</a> . Signup for online training at <a href="https://www.usf.edu/administrative-services/emergency-management/training/essential-pers-training.aspx">https://www.usf.edu/administrative-services/emergency-management/training/essential-pers-training.aspx</a> and review CMDC 263 "Emergency Operations Checklist"		
Apply for facility access		
Review time sheet completion		
Receive NetID, log onto "My USF", GEMS overview, set up direct deposit and address, apply for parking permit		
<b>Introduction to Facility</b>		
1. Bulletin & message boards inside break room & adjacent to manager's office, facility contact info		
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, 029, 031, 901, 902, 905, 906, 907, 1008, 1116,		
Review contents & purpose of housing room log book: Room status sheet, Progress notes, Per diems, PI & research staff emergency contact information		
<b>Animal Handling, Cage Changing, Room Duties</b>		
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: 006, 017, 400, 403, 409, 429		
<b>ARC Registration, AALAS Registration</b>		
Email <a href="mailto:iacuc@usf.edu">iacuc@usf.edu</a> - request for IACUC certification information/declare working as Comp Med Staff and copy supervisor, Schedule in-person training with <a href="mailto:iacuc@usf.edu">iacuc@usf.edu</a> in ARC navigation Schedule in-person training in "Rodent Basic Biotechnology-mice" for the following week		

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<b>Name:</b>		
<b>Week Two</b>	<b>Staff</b>	<b>Trainer</b>
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 <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		1A
Complete in-person training in "Rodent Basic Biomethodology-mice" and upload to ARC.		1B
<b>IACUC Certification:</b>		
Confirm IACUC certification including ARC access by emailing <a href="mailto:iacuc@usf.edu">iacuc@usf.edu</a> after uploading IACUC required documents listed above and also found here: <a href="https://www.usf.edu/research-innovation/research-integrity-compliance/ric-programs/iacuc/additional-information/iacuc-certification.aspx">https://www.usf.edu/research-innovation/research-integrity-compliance/ric-programs/iacuc/additional-information/iacuc-certification.aspx</a>		
Request access to ARC as "CM staff" role by emailing <a href="mailto:rsch-arc@usf.edu">rsch-arc@usf.edu</a> & <a href="mailto:iacuc@usf.edu">iacuc@usf.edu</a>		
Review where training mice are housed and how to schedule practice time, supplies, location, and use		
<b>Animal Health</b>		
Complete AALAS LL module "Health Concerns of Mice", upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		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
<b>Euthanasia</b>		
Complete AALAS LL module "Euthanasia of Mice", upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		4A
Review SOPs 401, 1163		
<b>Animal Receipt</b>		
Review SOPs: 005, 007, 426		
Assist with receiving & housing newly arrived animals		
Review SOPs: 004, 011, 024, 025, 026		
<b>Cage Wash</b>		
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.		
<b>Isolation</b>		
Complete AALAS LL module "Handling and Use of Immune Deficient Mice", upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		2A
Review SOPs: 413, 414		

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<b>Name:</b>		
<b>Week Three</b>	<b>Staff</b>	<b>Trainer</b>
Demonstrate that you are able to work in an animal housing room independently.		
Review Disaster Response Plan CMDC 034. Understand location of fire alarms, extinguishers, exit points		
Review Chemical Hygiene Plan & sign Training Page		
Enroll and complete USF Biosafety Course, <a href="#">USF Principles and Practices in Biosafety</a>		
Complete EH&S Annual Training: Hazardous Material and Biomedical Waste		
Read SOP 024		
<b>Euthanasia</b>		
Complete in-person training in CO2 euthanasia of mice (CMDC #252)		4B
Demonstrate proficiency in CO2 rodent euthanasia & secondary methods of euthanasia		4C
<b>Quarantine</b>		
Review SOP 411, work in Quarantine. Learn about sample collection, timelines, and rederivation techniques.		
<b>Autoclave Sterilization</b>		
Review SOPs 1002, 1006, 1007, 1147		
Review wrapping a pack and primary enclosure for autoclaving		
Run a load in the autoclave with all monitoring devices		
<b>Identification &amp; Weaning</b>		
Complete AALAS LL "Identification & Weaning of Mice", upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		5A
Complete in-person training in identification and weaning of mice (CMDC 253), upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		5B

<b>Week Four</b>	<b>Staff</b>	<b>Trainer</b>
<b>Anesthesia</b>		
Complete AALAS LL "Isoflurane Anesthesia of Mice", upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		6A
Read SOPs: 028, 033, 1140		
Complete in-person training in isoflurane anesthesia (CMDC 254), upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		6B
Demonstrate proficiency in isoflurane anesthesia of mice		6C
<b>IACUC Certification</b>		
Confirm access to ARC as "CM staff" role with read privileges of all IACUC protocols		
<b>Basic Methods Involving Mice</b>		
Demonstrate proficiency in handling, restraint, sexing, identification, and weaning of mice		5C
<b>ABSL-2</b>		
Review SOPs: 408, 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 an ABSL-2 room for infectious agents.		

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<b>Name:</b>		
<b>Week Five</b>	<b>Staff</b>	<b>Trainer</b>
<b>Substance Administrations to, &amp; Blood Collection from Mice</b>		
Complete AALAS LL "Substance Administrations to & Blood Collection from Mice", upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		7A
Complete in-person training in substance administrations to, and blood collection from mice (CMD C #255), email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		7B
<b>Week Six</b>		
<b>Necropsy of Mice</b>		
Complete AALAS LL "Necropsy of Mice", upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		8A
Complete in-person training in necropsy of mice (CMD C 256), upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		8B
Complete AALAS LL "Cardiac Blood Collection and Administration in Mice", email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		7F
Complete in-person training in cardiac blood collection in mice (CMD C 267), upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		7F
<b>Week Seven</b>		
<b>Intravenous Administrations to Mice</b>		
Complete AALAS LL "Intravenous Administrations to Mice", upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		9A
Complete in-person training in IV administrations to mice (CMD C 257), upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		9B
Schedule in-person training in aseptic surgical techniques for next available training		
<b>Week Eight</b>		
<b>Aseptic Surgery</b>		
Complete AALAS LL "Rodent Aseptic Surgical Technique", upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		10A
Complete in-person training in aseptic surgical techniques (CMD C 215), upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		10B
Schedule in-person training in basic bi methodology of rats for a Tuesday		
<b>Week Ten</b>		
<b>Rats</b>		
Complete in-person training in Rat Basic Bi methodology (CMD C 219-rats), upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		5C
Demonstrate proficiency in handling and husbandry in rats		5C
<b>Other Species: Rabbit, Guinea Pigs, Spiny Mice, Zebra Fish</b>		
MDD/COM: arrange visit and secure access with MDD & COM Manager for other species.		
Read SOPs: 100, 101, 450, 405, 803, 804,805,806, 807 and CMD Cs: 026, 274		
Demonstrate understanding in other species animal care and husbandry		7G
<b>Week Eleven</b>		
<b>Swine</b>		
Complete AALAS LL "Swine Care and Use", upload to ARC, email to <a href="mailto:compmed@usf.edu">compmed@usf.edu</a>		12A

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Name: \_\_\_\_\_

### Week Twelve \* must demonstrate these skills prior to working independently on weekend

Demonstrate proficiency in mouse and rat subcutaneous (SC) administration		7C
Demonstrate proficiency in mouse and rat intraperitoneal (IP) administration		7D
Demonstrate proficiency in mouse gavage (PO) administration		7E
Demonstrate proficiency in one survival blood collection (e.g., submandibular, submental, saphenous)		7F

### Greater Than Week Twelve

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 tail vein intravenous (IV) injections of mice		9D
Demonstrate proficiency in assisting with rodent aseptic surgery technique		10C
Complete in-person training basic bi methodology in swine (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
Demonstrate proficiency in assisting with swine induction, preparation, and maintenance monitoring		12E
Confirm that all training documents/certificates are uploaded to ARC profile.		