**Training Summary Form**

It is mandatory for all personnel (including Principal Investigators) to have participated in a training session covering laws and regulations pertaining to animal care and use and to complete species-specific educational training through the Collaborative Institutional Training Initiative (CITI)1, hosted by the University of Miami.

All new employees with anticipated animal contact must be listed on the protocol.

In addition, SUNY Upstate Medical University’s Research Integrity Office requires research ethics education for all basic science & clinical investigators (including faculty, postdoctoral fellows/associates, clinical residents/fellows, students, lab staff, research nurses, clinical research associates and individuals from affiliated Universities participating in SUNY Upstate research projects). Completion of the CITI Responsible Conduct of Research Course (RCR) is required. Recertification in the RCR Refresher Course is required every 4 years.

1Proof of completion of comparable training may satisfy this requirement

Important

* **Individuals will not be added to a protocol and will not be cleared to train/work with animals in research** until ALL required actions are complete.
* Previous experience and/or training in the care and use of animals in research received elsewhere may be accepted if supporting documentation is provided. Please contact the IACUC office for guidance.
* If you do not yet have a SUNY ID Badge, use ‘1234’ to register with CITI.
* If CITI will not accept your email address, use [iacuc@upstate.edu](mailto:iacuc@upstate.edu)
* IACUC office has access to all CITI completion reports; personnel do not need to provide copies.
* Questions? Email the [IACUC office](mailto:iacuc@upstate.edu) or call 315-464-4292

Actions Required by New Personnel

1. Complete all required training, as noted below.
2. Read the IACUC policy:  [Occupational Health Policy for Individuals with Animal Contact](http://www.upstate.edu/iacuc/pdf/personnel_2_occhealth.pdf) which provides species-specific zoonotic information.
3. File an [Occupational Health Assessment form](http://www.upstate.edu/iacuc/files/occhealthassessment.doc) with the Employee Health office, as noted on form.  **DUE to HIPAA regulations, do not submit this form to the IACUC office.**
4. Email a completed [Training Summary Form](http://www.upstate.edu/iacuc/files/iacuc_trainingsummary.doc) to the [IACUC Office.](mailto:iacuc@upstate.edu)

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Aseptic Rodent Survival Surgery

Personnel who have no prior experience performing aseptic rodent survival surgery **must** complete the **CITI *Aseptic Surgery*** **course,** as below above **and** view the video that demonstrates proper aseptic surgical techniques.

* [Pritchett-Corning, K. R., Mulder, G. B., Luo, Y., White, W. J. Principles of Rodent Surgery for the New Surgeon. *J. Vis. Exp.* (47), e2586, doi:10.3791/2586 (2011).](https://www.jove.com/video/2586/principles-of-rodent-surgery-for-the-new-surgeon)

Personnel may also be required, at the discretion of the animal care director, to complete a hands-on training session. Individuals who will be performing survival surgeries on other species should contact the DLAR staff (464-6563) for assistance and are also encouraged to view the video reference above.

CITI Online Training

All courses are available on the [CITI website](http://www.citiprogram.org) and are highlighted in the example below:

Question 2

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| **The CITI Lab Animal Welfare Course**  All individuals (including the principal investigator) working with animals in research must complete the Investigators, Staff and Students, Basic Course.   IACUC members must complete the IACUC Chair, Member and Coordinators, Basic Course.  Choose all that apply |
| IACUC Chair, Member and Coordinators, Basic Course  Investigators, Staff and Students, Basic Course    **In addition, investigators, staff or students working with animals in research must complete a course for each species of animal with which s/he will be working.**  **Individuals who will perform aseptic rodent survival surgery, but have no previous experience/training, must complete the Aseptic Surgery course.**  **CHOOSE ALL THAT APPLY**  **Aseptic Surgery**  **Cats**  **Dogs**  **EXAMPLE**  **Frogs, toads or other amphibians.**  **Gerbils**  **Guinea Pigs**  **Hamsters**  **Mice**  **Non-human primates (NHP)**  **Rabbits**  **Rats**  **Swine**  **Zebra Fish** |

Question 3

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| Responsible Conduct of Research If you need to take the Responsible Conduct of Research (RCR) course, please select "Enroll me in RCR" below.  Choose one answer |
| Enroll me in RCR  Enroll me in RCR **Refresher** |

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| **TRAINING SUMMARY** | | | | | | | | | | |
| **First Name** | | **Last Name** | | | | **Degree(s)** | | | | |
|  | |  | | | |  | | | | |
| **Position Title** | | **Department** | | | | **Building** | | | **Room #** | |
|  | |  | | | |  | | |  | |
| **Work Phone** | **Alternate Phone** | | **Email** | | | **SUNY ID Badge #** | | | | |
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| **Documentation of Previous Training and Experience** | | | | | | | | | | |
| **I have completed the mandatory CITI Program online educational training or**  **provided documentation of equivalent training.** | | | | | | | **YES** | | **NO** | |
| **INSTRUCTIONS:**  List one species per column. Place an (X) under each species to indicate that you have had adequate training and/or experience to independently perform the procedures listed below. You must provide documentation to support previous experience (see pg. 2) | | | | | | | | | | |
|  | | **Species 1** | **Species 2** | **Species 3** | **Species 4** | | | **Species 5** | | **Species 6** |
| **Adequately Trained** | **Adequately Trained** | **Adequately Trained** | **Adequately Trained** | | | **Adequately Trained** | | **Adequately Trained** |
| **Handling & Restraint** | |  |  |  |  | | |  | |  |
| **Euthanasia:** | |  |  |  |  | | |  | |  |
| Cervical Dislocation | |  |  |  |  | | |  | |  |
| Decapitation | |  |  |  |  | | |  | |  |
| CO2 | |  |  |  |  | | |  | |  |
| Injectable agents | |  |  |  |  | | |  | |  |
| Other – describe: | |  |  |  |  | | |  | |  |
| **Anesthesia:** | |  |  |  |  | | |  | |  |
| Injectable | |  |  |  |  | | |  | |  |
| Inhalational | |  |  |  |  | | |  | |  |
| Regional (local) | |  |  |  |  | | |  | |  |
| **Aseptic Survival Surgery**  **(rodents only)** | |  |  |  |  | | |  | |  |
| **Sterile Survival Surgery**  **(other mammals)** | |  |  |  |  | | |  | |  |
| **Injections:** | |  |  |  |  | | |  | |  |
| Subcutaneous (SQ) | |  |  |  |  | | |  | |  |
| Intramuscular (IM) | |  |  |  |  | | |  | |  |
| Intraperitoneal (IP) | |  |  |  |  | | |  | |  |
| Intravenous (IV) | |  |  |  |  | | |  | |  |
| Submandibular | |  |  |  |  | | |  | |  |
| Retro-orbital | |  |  |  |  | | |  | |  |
| Gavage | |  |  |  |  | | |  | |  |
| Other – describe: | |  |  |  |  | | |  | |  |
| **Other procedures – list below:** | |  |  |  |  | | |  | |  |
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| TRAINING SUMMARY, continued |
| VERFICATION OF TRAINING AND/OR EXPERIENCE - REQUIRED:  In the space below, describe any training and/or experience you have received which supports the experience documented on the front of this form (attach verification documents if available).  If you have no previous experience, please enter N/A. |
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| **Training Received at SUNY Upstate Medical University** | |
| **Training / Video / Handout** | **Date** |
| **Charles River Video: *Principles of Rodent Surgery for the New Surgeon,* if applicable** |  |
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