

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 013.6

Date Issued: 11/00

Date Revised: 6/21

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**TITLE:** **Employee Orientation and Training**  
**SCOPE:** All New Animal Program Personnel  
**RESPONSIBILITY:** Assistant Director, Facility Manager, Training Coordinator, 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

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- I. **ORIENTATION and TRAINING**
- a. Each new employee of the Division of Comparative Medicine meets with the Administrative Assistant Director (AD) to ensure all Human Resource requirements of new employees have been met. An **Employee Orientation and Training Checklist** document (CMDC #038) is initiated. Once completed, this document is returned to the AD to file in the employee's training file.
- b. The new employee is provided an overview of the University's Global Employment System (GEMS). In addition, information is provided regarding the payroll system and how to track and submit timesheets for payment.
- c. The AD establishes new employee and personnel files to track training, education, and dates of occupational health and risk assessments.
- d. Three files are established and maintained in the Administrative Office for each new employee:
1. **Personnel file** (which includes verification of education and certification)
  2. **Training file**
  3. **Occupational Health file** (which includes information regarding Workers' Compensation claims)
  4. Files are maintained for length of employment. Once employment is

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c. How requests for veterinary assistance are conducted.

14. Facility safety is discussed/reviewed:

- a. Eating and drinking restrictions
- b. Use and disposal of sharps and PPE (SOP #902 & #1008)
- c. Use and disposal of radio-isotopes and biohazards
- d. Evacuation and take-cover routes (SOP #907)
- e. Location of fire extinguishers
- f. Chemical hazard communication (SOP #906)

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### III. CONTINUING EDUCATION and TRAINING

1. Information is presented on how all full-time animal care program staff are required to prepare for and receive certification by the **American Association for Laboratory Animal Science (AALAS)** prior to being hired permanently. Scheduled classes may be made available by the Division, on an as-needed basis to assist employees in acquiring AALAS certification. Introduction to the AALAS certification program is accomplished through the completion of a new employee's Training Checklist. Training materials/manual is provided at that time.
2. 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:
  - a. New and revised practices, policies and procedures are distributed and discussed at management training sessions attended by the professional, administrative, and management staffs of the Division of Comparative Medicine.
  - b. New and revised practices, policies, and procedures may also be distributed by email to professional, administrative, and management staff during the interval between scheduled management meetings.
  - c. 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.
  - d. Training sessions are memorialized using the **Staff Training and Attendance Log (CMDC #145)** and should include the following:
    1. Date of training
    2. The policies and procedures discussed
    3. Signatures of personnel in attendance
    4. Training must take place within 10 working days of the distribution of new and revised practices, policies and procedures.
  - e. The completed **Staff Training and Attendance Log (CMDC #145)** is submitted to the Research Services Administrator within 10 working days to be included in the *Management Training File*.
3. Continuing education-intramural
  - a. Formal training sessions are held periodically to train animal care staff on the techniques and procedures necessary to support the animal care and use program and support research technical service requests.
  - b. Formal training sessions are documented by the Training Coordinator in a species-specific Comparative Medicine Staff Training Log and include the following:
    1. Date of training
    2. Species the individual works with within the program
    3. Level of competency (for each skill listed, the individual is rated at one of four levels):
      - a. Received- entry level/introduction to the skill (didactic & demo)
      - b. Achieved- in training/learning physical skill (hands-on)
      - c. Proficient- proficient/on study (capable of troubleshooting)
      - d. Trainer- can direct/re-direct others
  - b. The Comparative Medicine Staff Training Log is maintained by the Training Coordinator.

1. Continuing education-extramural
  - a. All animal program staff are encouraged to continue their education in laboratory