

The Institutional Animal Care and Use Committee

THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER

POLICY STATEMENT

Documenting Training of Guest Scientist/Researcher or Student Involved with Animals at UMMC

The IACUC needs to ensure that all persons who are to work with animals here have received adequate training to work with animals prior to beginning their project. In order to achieve this goal, the IACUC has developed a routine that **MUST** be observed by any PI sponsoring outside scientists/students who will be involved with animal work at UMMC.

1. Prior to the Guest scientist's arrival, the IACUC must receive a letter from the PI indicating that this individual will arrive [give approximate length of visit/ or training session] and will work on an approved animal protocol [please give protocol number]. In addition, the PI must briefly describe extent of prior animal experience (i.e., provide letter from his/her IACUC), if any, and the extent of involvement in the animal work to be performed. If the Guest Scientist has no prior animal experience, they may be required by the IACUC to complete animal training administered online or by the PI.
2. By signing and filing this letter, PI takes responsibility for the proper and adequate training of these individuals during their tenure at UMMC.
3. The letter will be reviewed by the IACUC or its' designee and the extent of involvement assessed. If the involvement by the guest scientist is substantial, the IACUC may require that the individual be officially added to the protocol.
4. If it is deemed that addition of the Guest Scientist to the protocol is not required, the guest scientist/student needs to read the LAF information sheet describing potential hazards related to animal species at the time animal work is to begin. After reading the sheet and having any questions answered, the individual needs to sign this sheet. This paper will serve as a consent form [and animal training requirement] for the duration of the scientist's stay. Copies will be given to the IACUC, PI, and to the Guest Scientist. Additionally, the PI is responsible for assuring that the Guest Scientist is aware of any additional potential hazards associated with specific protocol related procedures.
 - Occupational Health Information Sheets
[Cats](#), [Dogs](#), [Primates](#), [Rodents](#), [Sheep](#), [Swine](#),

5. The Guest Scientist will not be covered by UMMC workers compensation or have medical insurance. The PI should advise the Guest Scientist that other means of insurance coverage should be obtained.
6. Upon completion of the scientist's visit, the PI will provide confirmation of departure of the Guest to the IACUC by signing a training form and attaching it to the back of the consent form signed by the Guest (see #4) that is returned to the IACUC office for placement with the Animal Activity Protocol.

IACUC Approved 6/19/07