



## OFFICE OF LABORATORY ANIMAL CARE

# Policy

<b>Policy Number:</b>	001	<b>OLAC Staff Training</b>	<b>Revision #:</b>	0
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## PROCEDURE

### Training Process

1. OLAC Supervisors, PAT's or the OLAC trainer will use the Working Instructions (WIN) to train employees.
2. The trainer will follow the WIN step by step so there is consistency amongst trainers.
3. When the training is complete, the trainer will ask the employee if they have any questions.
  - a) Trainer will address any questions the employee may have, otherwise the trainer will reach out for a secondary sign off.
  - b) The secondary sign off individual will ask the employee if they have been trained and will ask if they have any questions regarding the process. If the answer is YES to you have been trained and NO to any questions, they will sign off to complete the training documentation.
  - c) Training will then be considered complete

### Retraining

1. Total re-training on a WIN will only occur after a disciplinary action has been taken or if the process has been changed.
2. If an employee requests retraining, they will be instructed to review the WIN.
  - a) After reviewing, the trainer will ask if they have any questions.
  - b) The trainer will not be required to go through the step-by-step training that was performed during the initial training period.
3. If the employee has any suggestions on improving the procedures listed in the WIN, they will make these suggestions to the authors of the WIN and the department trainer and follow up in email form so the suggestion can be reviewed and if approved, the suggestion will be implemented and the WIN will be updated and edited.

**Proficiency**

- 1. Proficiency only relates to processes that require a higher level of technical skill, such as blood collection, IP, SQ injections, gastric gavage, suturing etc.

**REFERENCE DOCUMENTS**

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REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)