

**Orientation Program:  
For New Employees and Temporary Employees:**

**Certification Modules** – must be completed prior to working with any animals:

1. Mission, Regulations, Resources
2. Animal Health Monitoring
3. Occupational Health including safety

**Core Modules** – to be completed by Full Time employees within the first week of hire

To be completed by Temporary employees within the first month on the job

1. **Certification Modules** – ARC Veterinarian
2. **Orientation** – Training and Compliance Coordinator
3. **Personnel Policies** – Administrative Manager/Husbandry Manager
4. **Animal Ordering, Receipt and Housing** – Husbandry Manager
5. **Small Rodents** – Husbandry Manager/Training and Compliance Coordinator
6. **Microisolator Procedures** – Training and Compliance Coordinator

**Species-specific Modules** – must be completed prior to working with that species

Full time employees must complete within the first month of hire:

Temporary employees complete as needed.

- Husbandry Manager

**Task specific Modules** – must be completed prior to performing the task

Temporary employees complete as needed.

Cage washing

Cage preparation

Quality control procedures

- Cage Prep Manager

**Documentation of training:**

Certificate of Training Completion awarded at the completion of Certification Modules and Core Modules.

Personnel Health and Training Database documentation

All training sessions are open to research faculty and staff.

Responsibilities:

**Husbandry Manager:**

- Personnel policies
- Small rodents
- Species-specific modules

**Cage Prep Manager:**

- Cage washing
- Cage preparation
- Quality control procedures

**Training and Compliance Coordinator:**

- Orientation
- Microisolator Training
- Small rodents
- Training certification
- Documentation of training

**Veterinarians:**

- Mission, Regulations, Resources
- Animal Health Monitoring
- Occupational Health

**Business Office Administrator:**

- Personnel policies