## Position Description

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<td>OR - INST. ANIMAL CARE &amp; USE - 062014</td>
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### POSITION DETAILS

**Job Summary:**

Under general direction of the IACUC Director and Assistant Director, responsible for reviewing and editing research proposals and amendments to existing proposals to ensure consistency with federal and state laws and regulations, and university policies as they pertain to the use of animals in research and teaching.

Provide advanced level technical support to the UC Davis IACUC for a wide variety of both routine and non-routine tasks. Serve as a campus IACUC technical advisor providing subject matter expertise.

Perform inspections of animal facilities and PI laboratories.

Assume oversight responsibility for one or more but not all of the following areas: IACUC Training Program; IACUC Post-Approval Monitoring (PAM) Program; Maintenance of the UCD CDFW Restricted Species Permit; IACUC-VMTH Clinical Trial Review process; IACUC liaison to the VA Northern California Health Care System.


Participate in departmental and campus work groups including facilitating IACUC subcommittees. Participate in the IACUC on-call program. Serve as a voting/alternate voting member of the IACUC.

**Campus Job Scope:**

- This is an advanced operational position within the UCD IACUC Office, a service unit within Office of Research that oversees the use of animals in research and teaching on the Davis campus and remote sites.

**Department Specific Job Scope:**

- 35% REVIEW OF RESEARCH PROPOSALS
  Provide review and evaluation of new proposals and proposed significant changes to existing projects for the use of animals in teaching and research with an emphasis on projects involving USDA covered species. Conduct
Essential Responsibilities:

- Protocol-grant congruency review. Discuss research proposals with the principal investigator, suggesting modifications where indicated to improve the clarity of the written documents or to bring procedures into compliance with regulatory expectations and campus policy. Verify appropriate authorizations for biohazards, chemical carcinogens, and radioactive agents. Provide protocol annual renewal review with an emphasis on projects involving USDA covered species. Provide staff support to the IACUC and serve as a voting member/alternate member.

30% IACUC INSPECTIONS
Evaluate research animal housing facilities, laboratories, surgical suites and programs of animal care and use for compliance with pertinent laws, regulations and guidelines. Provide consultation to faculty, research staff, and management of animal facilities regarding pertinent regulatory requirements (such as USDA AWA Regulations, PHS Policy, California DF&W Regulations, Occupational Health Surveillance System requirements, etc.) in order to achieve compliance. Broadly review safety concerns within the animal facility and laboratory; refer concerns to EH&S. Compare contents of approved protocols with apparent uses of animals seen in animal facilities. Draft written reports of evaluations, reporting deficiencies. Provide follow-up.

20% PROVIDE OVERSIGHT AND COORDINATION FOR ONE OR MORE OF THE FOLLOWING AREAS:

a. Oversee the IACUC training program for IACUC members, compliance training for faculty and staff, practical methodology instruction for lab animal users and lab animal certification courses for staff;
b. Oversee the IACUC's post approval monitoring program;
c. Manage the UCD CDFW Restricted Species Permit;
d. Coordinate the review process between the Clinical Trial Review Board and the IACUC;
e. Serve as the IACUC liaison to the VA Northern California Health Care System.

15% DEPARTMENTAL WORKGROUPS AND TEAMS; LIAISON WITH REGULATORY AND ACCREDITING AGENCIES; IACUC ON-CALL; OTHER DUTIES AS ASSIGNED

- Departmental Workgroups and Teams:
  Participate in departmental and campus work groups, teams, and committees to support ongoing departmental and campus functions. Serve as IACUC subcommittee facilitator, workgroup leader and/or IACUC technical advisor. Develop and recommend improvements to processes in all areas of departmental activities. Perform special projects, draft of periodic and annual regulatory reports and other official correspondence. Provide compilation, interpretation, and written drafts of other data, reports, documents, and projects. Provide back-up support to IACUC Director and Assistant Director at IACUC Director's direction or in IACUC Director or Assistant Director's absence.

- Liaison with Regulatory and Accrediting agencies:
  Interact with representatives of regulatory agencies, accrediting agencies, and funding bodies, such as the USDA, CDFW, AAALAC, OLAW, and others. Accompany inspectors/visitors on inspections and audits, negotiate compliance issues, provide follow-up and guidance to departments, and provide documentation of compliance.

- IACUC On-call:
  Investigate reported animal research related concerns including high profile concerns; advise faculty, research staff, and facility managers on the requirements for animal protocols, procedures for their submission and approval, and requirements for display within the facility; use professional judgment to deal with and resolve issues and problems, particularly in absence of supervisor.
-Other duties as assigned.

Physical Demands:

- Lift animals, cages, and instructional equipment weighing up to 40 lbs.

Work Environment:

- Valid CA driver's license required.
- Work occasional evenings. Occasional overnight travel.
- Employee is personally responsible for following health and safety guidelines/instructions.
- Work with, or be in areas, where hazardous materials and/or infectious diseases are present.
- This position is subject to Medical Surveillance procedures and review in accordance with Federal and State Laws, Regulations, and University Policy. Employee shall participate in required preventative medical and medical monitoring programs which may include blood tests, immunizations, TB screening, blood-borne and airborne pathogen training, etc., as required to meet Federal, State and University requirements.
- Wear protective clothing and respirator in circumstances that require personal protection from infectious disease.
- Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html.

Background Check: Yes

QUALIFICATIONS

Minimum Qualifications:

- Bachelor's degree in biology, microbiology, public health, animal science, or similar discipline, and at least 5 years of relevant experience or a combination of education and 8 years of relevant experience.

- Advanced knowledge of laws, regulations, guidelines, and policies dealing with the humane care and use of animals in research and teaching, including the Federal Animal Welfare Act, the US Public Health Service Policy on the Humane Use of Laboratory Animals, and the requirements of the California Fish & Wildlife Code as this code relates to the use of animals in research.

- Experience with the principles of animal health, welfare, husbandry, research techniques, and management in a research facility.

- Experience conducting and coordinating audits, investigations and evaluations and taking corrective action in a timely manner. Skills to communicate clearly and concisely both orally and in writing.

- Certified as a Professional IACUC Administrator (CPIA).

- Certification by the American Association for Laboratory Animal Science (AALAS) at the LATG level.

Preferred Qualifications for Selection:

- Registration by the State of California as a Veterinary Technician; or CMAR certification through AALAS.

- 5 years' experience serving or working for an IACUC.

- Experience as a facilitator with departmental staff, faculty and students in evaluating needs of users, trainers, and materials available.

- Experience working with county, state, or federal agencies regarding regulatory matters.

SIGNATURES

______________________________________________ ____________________
Employee
I have read this position description and understand its contents.

______________________________________________
Supervisor
This position description accurately describes the essential responsibilities assigned to this position.

______________________________________________
Department Head
This position description accurately describes the essential responsibilities assigned to this position.