

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Animal Research Integrity Specialist**

**Job Code: 185731**

---

**OT Eligible: No**

**Comp Approval: 5/30/2017**

---

**JOB SUMMARY:**

This position serves as a liaison for the university's Department of Animal Resources to the all university research laboratories, to ensure that animals are provided proper care according to state and federal regulations. The Animal Research Integrity Specialist also determines training needs, helps design and implement training and assists with the modification of research projects, if needed. This position is responsible for monitoring animal research projects to ensure they comply with all regulations as well as Institutional Animal Care and Use Committee (IACUC) policies, helping researchers with postoperative care, animal handling, evaluation and care, as well as diagnostics. The Animal Research Integrity Specialist also deals with cases of non-compliance, making recommendations and helping to find solutions and remedies that meet university, state and federal requirements.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA % TIME**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Serves as a liaison for the Department of Animal Resources to university research laboratories. Collaborates with research labs to develop methods for efficient evaluation of humane endpoints, such as scoring systems.  |
| _____ | _____ | Ensures that animals are provided care in accordance with state and federal regulations, to support humane laboratory animal usage while also providing and promoting care of laboratory animals, by promoting physical and psychological well-being and minimizing discomfort. Collaborates with the principal investigator and/or staff to support, modify, and conduct animal research projects, as needed.   |
| _____ | _____ | Trains and assists all assigned research staff in technical research projects and procedures utilizing animals. Develops and modifies the training programs with the clinical veterinarian. Provides special training to correct deficiencies and/or avoid non-compliances.  |
| _____ | _____ | Maintains thorough knowledge of and ensures compliance with best practice protocols, federal regulations, and Institutional Animal Care and Use Committee (IACUC) policies for all projects using animals. Assists veterinary staff in reporting the findings of monitored protocols to the IACUC. Documents summary of all findings and maintains training records.   |
| _____ | _____ | In collaboration with the researcher, coaches on postoperative care and monitoring and other post approval monitoring (PAM) activities. Observes animal(s) daily after surgery to determine health status on the basis of general attitude and appearance, food consumption, abnormal discharges, etc. Observes animal(s) daily after surgery for the apparent presence of pain and/or discomfort. Makes determinations in consultation with the clinical veterinarian as to the administration of analgesia to animals such as prolonging analgesia or treatment of abnormal behavior or clinical signs, etc. |

\_\_\_\_\_ Collects and processes diagnostic samples. Administers drugs and other treatments. Assists veterinarians and principal investigators with handling animals during procedures. Prepares and sterilizes instruments and facilities for surgical use. Assists with evaluating and providing enrichment. Performs technical procedures in animal surgery, i.e. anesthetic, post-operative care. Maintains accurate computerized records of procedures performed on animals.

\_\_\_\_\_ Evaluates individual cases for failure of regulatory compliance. Analyzes procedures, possible complications within the procedures and remedies to the complications with veterinary issues. Determines corrective measures and discusses solutions with relevant parties. Makes recommendations to upper management, ensuring remedies are in compliance with University, state and federal requirements for animal handling.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Directly related education and experience in laboratory animal science and medicine.

**Preferred Education:**

Master's degree

**Preferred Experience:**

5 years

**Preferred Field of Expertise:**

Master's Degree in lab animal or relevant equivalent. Ability to read and comprehend complex scientific procedures in IACUC protocols.

**Skills: Other:**

- Analysis
- Assessment/evaluation

Communication -- written and oral skills  
 Consulting  
 Interpretation of policies/analyses/trends/etc.  
 Knowledge of applicable laws/policies/principles/etc.  
 Problem identification and resolution  
 Public speaking/presentations  
 Research  
 Supervisory skills  
 Teaching/training

**Skills: Laboratory:**

Advanced laboratory safety techniques  
 Animal handling  
 Animal surgery  
 Basic laboratory safety techniques  
 Blood borne pathogen safety precautions  
 General laboratory techniques  
 Maintenance of cultures  
 Maintenance of lab notebook

**Skills: Machine/Equipment:**

Calculator  
 Computer network (department or school)  
 Computer peripheral equipment  
 Fax  
 Personal computer  
 Photocopier

**Supervises: Level:**

May oversee student, temporary and/or resource workers.

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer