



Animal Research Integrity Specialist Job Description

JOB INFORMATION

<i>Job Code:</i>	185731
<i>Job Title:</i>	Animal Research Integrity Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Animal Resource
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

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. Determines training needs, helps design and implement training and assists with the modification of research projects, if needed. 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. Deals with cases of non-compliance, making recommendations and helping to find solutions and remedies that meet university, state and federal requirements.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	in related field(s)
	X	Master's degree	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related education and experience in laboratory animal science and medicine.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Ability to read and comprehend complex scientific procedures in IACUC protocols.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.