

Scope of Work for Animal Study Staff  
Providence VA Medical Center  
Ver. 6.15.2016

Principal Investigator:

Name of Employee (inc degrees):

Check all that apply:

- Animal
- In vitro-Bench work

The Scope of Work is specific to the duties and responsibilities of this employee, who performs work involving animals and/or general laboratory procedures under the supervision of the Principal Investigator. If the employee handles human specimens a separate Scope of Practice must be completed. The approved duties must: 1) be consistent with the occupational category under which the employee was hired, 2) consistent with their qualifications (education & training), and 3) be agreed upon by the person's immediate supervisor and the ACOS. The PI and the employee must complete, sign and date this Scope of Work. The employee may perform authorized duties/procedures on a regular and ongoing basis without specific prior discussion/instructions from the Principal Investigator.

Duties:

1. Participates in designing the research protocol and the management of research activities.  Yes  No
2. Interacts with collaborators, representatives of academic affiliates, and Medical Center personnel regarding research related activities and study results.  Yes  No
3. Prepares and manages research budget.  Yes  No
4. Orders laboratory supplies and/or animals.  Yes  No
5. Uses and is knowledgeable about the handling and storage of chemicals (e.g., toxic, carcinogenic, flammable, teratogenic, etc.).  Yes  No
6. Uses and is familiar with the safe operation of routine laboratory equipment including centrifuges, safety cabinets, exhaust hoods, etc.  Yes  No
7. Uses and is knowledgeable about the handling of containment equipment (e.g., protective clothing, safety cabinets, etc.).  Yes  No
8. Uses and is knowledgeable about the handling of biomaterials, microbial or viral agents, pathogens, and/or toxins.  Yes  No
9. Uses and is familiar with molecular biology techniques and the handling of vectors.  
 Yes  No
10. Uses and is knowledgeable about the handling of radioactive materials and/or radiation generating equipment.  Yes  No  
Radiation Safety approval required to order/use radioactive materials.
11. Collects and manages the secure storage of data including experimental logs.  
 Yes  No
12. Compiles and prepares publications and/or presentations.  Yes  No
13. Is knowledgeable about the ethical and safe handling of animals and performs procedures involving animals (e.g., tailing, surgery, and/or behavioral interventions).  
 Yes  No  
Requires completion of the relevant training (CITI website)

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14. Processes and ships specimens, chemicals, reagents, etc. according to DOT requirements.

Yes  No

Other related duties (if applicable):

Please describe any other duties or procedures that this individual may perform that are not elsewhere specified in this Scope of Work.

Employee Signature: \_\_\_\_\_  
**print and sign**

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

**PRINCIPAL INVESTIGATOR STATEMENT:**

Employee's Scope of Work was reviewed and discussed with him/her. After reviewing the employee's qualifications based on the education, training, and experience detailed in the employment application, and comments of references contacted as part of the recruitment process, I believe that he/she possesses the skills to safely perform the specified duties or procedures. Both the employee and I are familiar with all duties/procedures discussed in this Scope of Work. We agree to abide by the parameters of this Scope of Work, all-applicable medical center policies and regulations. This Scope of Work will be amended in writing as necessary to reflect changes in the employee's duties/ responsibilities, utilization guidelines and/or medical center policies.

This Research Privileges document will be reviewed every year and amended as necessary to reflect changes in the employee's privileges, duties, responsibilities, utilization guidelines and/or hospital policies. It may expire sooner than the one year period if the study this individual is involved with should be completed before the year is up and/or they should be assigned to a different study.

\_\_\_\_\_  
**Principal Investigator's Signature – print and sign**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Secondary Supervisor's Signature (if applicable)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chief Research Service – print and sign**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chair, Safety Committee – print and sign**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chair, IACUC Committee (if applicable) – print and sign**

\_\_\_\_\_  
**Date**