



# CLASSIFICATION SPECIFICATION

## Institutional Animal Care Specialist

PT Class Code: 5647

Pay Grade: C 17

FLSA: Exempt

Est. 01/13/20

***SUMMARY STATEMENT:*** An incumbent is responsible for managing and overseeing the coordination and implementation of effective, efficient systems for protocol review and program review by the Institutional Animal Care and Use Committee (IACUC) in compliance with the Animal Welfare Act Regulations (AWAR) and American Veterinary Medical Association (AVMA) guidance for Veterinary Technology Accredited Programs.

### **NATURE AND SCOPE:**

An incumbent in this class reports to the Department Chair and is responsible for administering all operational functions of the IACUC. An incumbent ensures compliance with all applicable policies and procedures as specified in the Animal Welfare Act Regulations (AWAR) and American Veterinary Medical Association (AVMA) guidance for Veterinary Technology Accredited Programs.

### **PRINCIPAL ACCOUNTABILITIES:**

*An incumbent may perform any combination of the below listed accountabilities:*

1. Manages and oversees all IACUC meetings.
2. Verifies the identity and eligibility of each member on the IACUC.
3. Educates and supports IACUC members, Principal Investigators (PIs), Veterinary Technology faculty and others regarding the IACUC process and advising PIs on protocol preparation.
4. Maintains animal use logs and reports animal use number annually to United States Department of Agriculture (USDA).
5. Provides appropriate documents to the Institutional Official (IO) in accordance with AWAR and AVMA guidance for Veterinary Technology Accredited Programs.
6. Prepares and conducts annual faculty training as required by the AWAR.
7. Conducts ongoing quality checks and semi-annual inspections of all off campus clinical training sites.
8. Maintains all required minutes, records and files and coordinates all activity with the Department Chair.
9. Serves as spokesperson for IACUC during external inspections with USDA and accreditation site visitations.

10. Attends meetings, as approved, to stay abreast of the most recent regulatory trends and interpretations.
11. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of AWAR and USDA regulations and policies.
- ◇ Knowledge of managerial practices and procedures.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to use computers effectively.
- ◇ Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

- ◇ Doctor of Veterinary Medicine (DVM)
- ◇ Experience with AWAR and USDA regulations and policies regarding animal use in education.