UNIVERSITY OF SOUTHERN CALIFORNIA

Animal Research Lab Specialist/Supervisor

Job Code: 185024

Grade: I
OT Eligible: No
Comp Approval: 8/29/2007

JOB SUMMARY:
Plans and conducts highly technical and complex research projects, procedures and analyses utilizing animals. Develops animal models that are consistent with clinical problems. Conducts and researches medical and/or scientific literature to determine the best means of conduct. Analyzes and evaluates data requiring significant knowledge of a specialized area of research. Supervises laboratory staff and student workers. Performs animal surgery, postoperative care and monitoring. Establishes written standard operating procedures and protocols for the developed models. Publishes in peer review scientific literature, as applicable.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Plans and conducts highly technical and complex research projects, procedures and analyses utilizing animals. Collaborates with principal investigator and other researchers to plan, design and conduct highly technical and complex research projects, as needed. Develops animal models that are consistent with clinical problems. Identifies appropriate species, time needed to perform the studies, the resources needed, and the personnel required to complete the study. Serves as team leader for study and educates medical students, interns and residents unfamiliar with preclinical studies including staff throughout experiment.

______ Conducts and researches medical and/or scientific literature to determine the best means of conduct. Identifies appropriate search terms, relevant literature and obtains articles for review. Reviews clinical literature, data sources and background information to enhance planning and design of experiments. Determines what needs to be a part of the relevant pre-clinical model. Reviews clinical literature to ascertain the consequences and problems associated with post-surgical recovery, etc.

______ Analyzes, and evaluates research data requiring significant knowledge of a specialized area of research. Maintains accurate records. Determines clinical significance of a finding with the interaction of principal investigator. Prepares technical reports and papers.

______ Supervises laboratory staff and student workers. Participates in recruiting and hiring of staff. Trains and provides technical guidance as needed. Schedules, assigns and prioritizes work. Monitors and evaluates employee performance and counsels or disciplines as needed.

______ Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of unit’s work. Coordinates work and schedules of direct reports in the laboratory and other personnel from other areas to maximize the utility of available resources.

______ Establishes written standard operating procedures and protocols for the developed models. Has responsibility for the review of protocols prior to implementation to ensure compliance with the standard operating procedures and documentation used reflects that compliance. Documents steps within an experiment.
Performs animal surgery and handling. Has responsibility for the surgical team and maintaining facilities at the vivaria. Determines the appropriate instruments and surgical approach. May develop surgical techniques for disciplines such as plastic, general, gynecologic, cardiovascular, neural, etc. procedures. Consults with vivaria and veterinary personnel on type of analgesics to utilize, how long to give analgesics, etc. Ensures animals receive appropriate post-operative care.

Performs postoperative care and monitoring. 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 as to the administering of analgesia to animals such as prolonging analgesia or treatment of abnormal behavior or clinical signs, etc.

Performs animal necropsy for purpose of study, data collection, scoring, tissue harvest, etc.

Performs histological preparation and tissue dissection.

Establishes scoring systems to measure relevant parameters to reflect observations and capture relevant markers of therapeutic efficacy, as needed.

Acquires specialized equipment and/or supplies to conduct studies. Researches items, materials and/or equipment that would work best for a given study. Collaborates with veterinarians, reviews catalogues, and visits veterinary supply houses to procure appropriate instrumentation for the surgery. Locates and purchases items, materials and/or equipment to ensure availability for study.

Interacts with vivaria personnel to ensure animal care and compliance with regulations. Discusses procedures to be utilized, possible complications within the procedures and remedies to the complications with vivaria staff. Ensures remedies are in compliance with University, state and federal requirements for animal handling. Has responsibility for determinations regarding how to approach each complication and situation that arises as experiments are conducted.

Publishes in peer review scientific literature, as applicable.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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:

   Master's Degree

Minimum Experience:

   5 Years

Minimum Field of Expertise:

   Directly related education and experience in research specialization with advanced knowledge of equipment, procedures and analysis methods.

Preferred Experience:

   7 Years

Skills: Other:

   Analysis
   Assessment/evaluation
   Communication -- written and oral skills
   Conflict resolution
   Interviewing
   Knowledge of applicable laws/policies/principles/etc.
   Organization
   Planning
   Problem identification and resolution
   Project management
   Research
   Scheduling
   Staff development
   Statistical analysis
   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 Lab Notebook
   Radiological Safety Techniques

Skills: Machine:

   Calculator
   Computer Network (Department or School)
   Computer Network (University)
   Computer Peripheral Equipment
   Fax
   Personal Computer
Photocopier

**Supervises:** Level:
Supervises employees and student workers

**Supervises:** Nature of Work:
Technical

**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.

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