

Comparative Medicine

Responsible Care And Use Of Laboratory Animals (RCULA)

Training Program Registration Form (Principal Investigator to be copied during registration)

Full Name and NUS email (NUS Staff and Students) are required. Incomplete Forms will not be processed.

NOTE: Please indicate your previous RCULA certificate serial number if any: S/No

Section A

✂------------------------------------------------------------------------------------------------------------------------✂

|  |  |  |
| --- | --- | --- |
| Full Name (as shown on staff or student card) |  | |
| Staff/ Student Matrix Number |  | |
| Title/ Function |  | |
| Department |  | |
| Email |  | |
| Contact Number |  | |
| PI’s Name & Email |  | |
| Course | RCULA | RCUF |

Section B

|  |  |
| --- | --- |
| Type of species (**ONLY** choose the species that you will be working with) | |
| Mouse | Frogs |
| Rat | Others  Specify: |
| Aseptic Surgery |
| Rabbit |
| Guinea Pig |
| Pig |
| Fish |

Note: \*Aseptic Surgery training is required for animal users performing animal surgeries routinely. Biopsy, necropsy and animal tissue harvesting are not considered surgical procedures.

Section C

|  |  |
| --- | --- |
| Type of animal contact | |
| Husbandry | Animal Biosafety level 2/3 Work |
| Restraint/Handling | Bloodborne Pathogens Work |
| Surgery | Cytotoxic\* Work |
| Wildlife/Field | Breeding  Others  Specify: |
| Observation |
| Blood Collection |
| Injection |
| Gavage |
| Anesthesia |

Section D

Type of Personnel

|  |
| --- |
| Research Staff/Personnel named on IACUC protocols  Protocol number: |
| Undergraduate/Post – graduate Students  Protocol number: |
| IACUC Members |
| Animal Care Staff |
| Maintenance and custodial workers |
| Visitors |
| Others |

Section E

**RCULA and RCUF Pre - Requisites**

**Prior to all RCULA and RCUF hands on training, participants must:**

* **complete all the relevant assigned online modules**
* **receive tetanus vaccination from NUS Occupational health clinic or have a valid tetanus vaccination within the last 10 years**

Section F

**RCULA and RCUF Administrative fees**

* RCULA/F hands on charges are currently free of charge for NUS Staff and Students. All RCULA participants (NUS) are allowed a maximum of 3 re – schedules (EXCEPT medical leave) of RCULA Hands On Training Dates. The 4th RCULA training date re – schedule will result in an administrative charge of $125 by Comparative Medicine.
* An administrative charge of $125 by Comparative Medicine will be enforced to all RCULA/F participants (NUS) with NO SHOW on actual day of training with no prior notification to the RCULA team.
* All RCUF participants (NUS) are allowed a maximum of 3 re – schedules (EXCEPT medical leave) of RCUF Hands On Training Dates. The 4th RCUF training date re – schedule will result in an administrative charge of $125 by Comparative Medicine.

|  |  |  |
| --- | --- | --- |
| Type of Admin Charge/Category | NUS Students/Staff | External Participants |
| NO SHOW | S$125 | Full Course Fees |
| 4th Re‐schedule | S$125 | S$150 + Full Course Fees |

Note: Comparative Medicine reserves the right to re - schedule your RCULA hands on training to a later date (Maximum of 3 re – schedules and based on availability) if:

* the online modules are not completed 1 week before the scheduled date of hands on training
* tetanus vaccination is not taken before the scheduled date of hands on training
* Late arrival or early departure of more than 20 minutes on the actual day of training
* Please inform us 5 business days in advance in the event of no show on scheduled date of hands on training

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Section G

Request for exemption

A proof of previous training/or evaluation by CM Training Coordinator must be provided to be exempt from hands on training in specific modules. Since you need to be trained only for the procedures involved in your protocol(s), you do not have to request an exemption from modules that are not relevant to you. You will not be assigned to these modules.

Exemption is only applicable to trained qualified individuals with relevant documented training and significant experience with certain specific animal models or surgical biomethods (minimum 5 years and above.)

Note: Final Approval pertaining to training exemption will be at IACUC’s discretion. Please request the official IACUC exemption form from IACUC office at Email: [iacuc\_forum@nus.edu.sg](mailto:iacuc_forum@nus.edu.sg) for submission together with supporting documents.

Exemption from the following module(s):

Rodents Hands on

Large Animals Hands on

Surgical Hands on

Fish/Frogs/Aquatics Hands on