Online Assignment, Assessment, and Tracking of Standard Operating Procedure Review

Communicating procedural changes between animal care staff, veterinarians, and management is vital to the operation of an animal research facility. One of the major components of a training program is to review standard operating procedures (SOPs) on a regular cycle. Staff should be trained on SOP revisions prior to its effective date. A frequent method of SOP review training is to present changes to the procedure in lecture format during a department staff meeting. Individuals missing the meeting have to be tracked, asked to read the procedure, and sign off on their review. This process is time consuming, delays the overall training on the SOP, and may alter effective dates. In order to streamline the system for SOP review, a program to automate the process is now used. Initial training occurs in a face-to-face staff meeting that can include various numbers of the department in attendance. Those in attendance sign off that they received the training. Those not in attendance have an SOP training module assigned in the company-wide online learning management program for each employee. The module includes a link to the SOP along with a short quiz to demonstrate that the SOP was reviewed. An automated email message is sent to each employee notifying them of the required training and another to the employee and their manager if the training is overdue. Employees can access their assignment, review the SOP, take the test, and document review in one easy process. We provide a 2-wk period to complete the training, thus keeping effective dates on schedule.