JOB DESCRIPTION

Job Title: PK Research Technician III/Trainer	**Reports To:** Rodent Department Manager
Date Prepared: 2022-10-26	**Revision Number:** N/A

1. GENERAL INFORMATION

COMPANY LOCATION: Fergus, ON

COMPANY CONTACT: (519) 843-4793 Telephone
(519) 843-2976 Facsimile

2. JOB SUMMARY

The Pharmacokinetic (PK) Research Technician III ("RT III") will have a solid understanding of each individual's roles and responsibilities within the company and within research studies. The RT III will have a clear understanding of and be able to perform a majority of the procedures at InterVivo within the Rodent Department. The RT III will demonstrate a clear understanding of the complexities of a research trial and be able to efficiently follow study protocols, with continued guidance from the Study Director/Coordinator.

The PK RT III/Trainer will also be responsible for providing training under the IVS rodent training program for both the pharmacodynamic and pharmacokinetic department. They will have a clear understanding of the training program and regulatory requirements associated with use of animals for training purposes. They will facilitate/collaborate in regard to creating and updating training materials.

3. DUTIES AND RESPONSIBILITIES

3.1. KEY ACTIVITIES

- Assisting and performing assigned *in vivo* study procedures in the Rodent Pharmacokinetic Department.
- Recording and documenting experimental details with a high level of integrity, ethics and accuracy.
- Assisting in the preparation of data summary reports, study related data entry, Quality Control.
- Performing study-related husbandry duties to ensure proper animal care practices are adhered to and are according to CCAC guidelines and facility SOPs.
- Working within a team to ensure that projects are successfully conducted and completed to a high level of quality and scientific competence.
- Participating in the maintenance of an adequate inventory of supplies.
- Assisting the Rodent Department Manager in the maintenance and operation of animal facility and husbandry in accordance with CCAC guidelines and Animals for Research Act.

- Involvement with internal working groups (e.g., animal care committee, health and safety, etc.).
- Creating, implementing, planning (processes, discussion etc.), coordinating and conducting training within the rodent department (pharmacokinetic and pharmacodynamic).
- Explaining techniques to new employees and visitors.
- Other duties as assigned

3.2. DUTIES ASSOCIATED WITH THE RODENT WING

- General techniques:
    - Operate centrifuges and perform advanced blood separation
    - Drug administrations (SC, IM, IP, IV, oral, interdermal, ICV etc.)
    - Survival blood collection (saphenous, tail snip, submandibular, catheter, etc.)
    - Terminal blood collection, tissue/organ extraction and weighing
    - Anaesthesia/Analgesia
    - Euthanasia
    - Restrain animals for procedures as needed
- Surgeries:
    - Perform surgical procedures from start to end independently, including but not limited to:
        - Carotid Artery and Jugular Vein Cannulation
        - Femoral Artery and Vein Cannulation
        - Cisterna Magna CSF Catheter Placement
        - Bile Duct/Intraduodenal Cannulation
        - Gall Bladder Cannulation
        - Portal Vein Cannulation
        - Microdialysis/Probe Implantation
        - SNI Surgery
        - Incision Surgery
        - Amygdala Electrode Implantation
        - Parathyroid Lesion Surgery
        - Wound Healing Surgery
        - Mass Removal Surgery
        - Vascular catheterization
        - EEG Transmitter Implantation
- Data Management:
    - Ability to create basic graphs from experimental results
    - Understand basic data analysis (means, standard error, median, interquartile)
- Any other duties as deemed necessary

3.3. INTERACTION

This position requires coordination of resources (i.e., equipment) with other Research Technicians. It also requires the ability to learn new skills and procedures as well as teach skills efficiently.

3.4. COMMUNICATION

Communications are with the Rodent Department Manager and other facility staff and employees within the organization. Collaboration, execution, and reporting of the quality assurance program. Verbal communication is required to request and receive instructions for work, to report on activities, results, problems, and to participate in planning and scheduling of work and equipment use. Written communication is required for accurate and detailed recording of procedures, for reporting results and for completing documentation. Reading and comprehension of written protocols and manuals is essential.

4. WORKING CONDITIONS

4.1. ENVIRONMENT

There will be occasional periods of several hours per day exposed to noxious odours from diagnostic materials and/or samples. There will also be the occasional need to work with chemicals in a controlled environment.

4.2. RISK TO HEALTH

There will be the occasional exposure to small quantities of toxic irritant or corrosive chemicals as well as exposure to freezers (-80C) while storing and retrieving materials and liquid nitrogen (-200C) for sample processing.

5. PHYSICAL REQUIREMENTS

5.1. PHYSICAL DEMANDS

The demands of this position include: standing, bending, twisting, lifting, carrying liquid containers, carrying boxes weighing up to 20 kg and daily periods of keyboarding.

5.2. PHYSICAL DEXTERITY

Agility, accuracy and consistency will be required while handling precision instruments such as, pipettes, balances, pH meters, surgical instruments. Strong fine motor skills in fingers, hands, and arms.

6. QUALIFICATIONS

6.1. EDUCATION

- Veterinary diploma or B.Sc. degree in a relevant field (e.g., Pharmacology, Pharmacokinetics, Veterinary Sciences, Biochemistry) with at least 5 years of direct experience.

6.2. EXPERIENCE

- Experience as a Research Technician III for at least 1 year or relevant experience
- Experience within a laboratory environment
- Experience handling confidential laboratory and scientific data
- Experience executing administrative strategies
- Experience training staff

6.3. KNOWLEDGE

- Knowledge of the basic principles of biology, immunology and chemistry
- Knowledge of the principles of safe handling of potentially pathogenic substances and contaminated materials
- Familiar with the following acts and regulations: ISO Guide 17025 (1990) and GLP (both Code of Federal Regulations and OECD guidelines).

7. SIGNATURES

_____	_____
Incumbent	Date
_____	_____
Management	Date