



## *Standard Operating Procedure* for *Technical Skills Training*

### 1.0 PURPOSE

This SOP describes the methods and techniques used for Technical Skills Training in the Core Facilities.

### 2.0 SCOPE

This SOP will be used by all Core Directors and their personnel in skills training.

### 3.0 PROCEDURE

- 3.1 Since a wide variety of technical skills will be required of all Core personnel, flexibility, attention to detail and curiosity are essential traits for all Core personnel. All personnel will be trained in procedures that they will follow by either the Core Directors or laboratory members who were previously trained in the procedures. Such training will include, but not be limited to: introduction into the basic scientific principles behind each procedure, introduction to the SOP generated for the specific technique if applicable, introduction to appropriate user manuals for instrumentation when appropriate, a clear verbal and written description of all essential aspects of the procedure as needed, discussion of any biosafety, chemical hygiene or radiation safety issues associated with the procedure, a hands-on demonstration of the procedure when appropriate, and clear instructions as to any post-procedure clean up procedures that are required once the main procedure is completed. The personnel will be asked whether they are comfortable carrying out the procedures after a suitable instruction period and the results of all procedures will be checked by the Core Directors or other laboratory member designated for the task. If after suitable inspection of the execution of the procedure and its results there is any concern by the instructor as to the capabilities of the trained personnel, additional training will be performed to ensure that all work is carried out to appropriate scientific standards.

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