

Guidance for Completing the Revised Personnel Info Section in eProtocol Effective May 1st, 2021

Below is a screenshot of the updated Personnel Info section and guidance for completing and/or verifying the requested information. The information currently listed in the procedure sections of your approved protocol has been migrated during this update. You will need to look closely at the entries to ensure that the migrated information is correct and complete any unanswered sections for each entry.

NOTE: This section will need to be updated by you when you add new tasks for existing personnel (e.g. add an anesthetic procedure and/or surgery for which existing personnel will perform anesthesia, surgery, or post-operative care).

Name	Degree
<input type="text" value="1"/>	<input type="text" value="2"/>
Position, e.g. Assistant Professor, Resid	Email
<input type="text" value="3"/>	<input type="text" value="4"/>
Phone	Department
<input type="text" value="5"/>	<input type="text" value="6"/>
Will participate in survival surgery: <input type="text" value="7"/> <input checked="" type="radio"/> Yes <input type="radio"/> No	
<input checked="" type="checkbox"/> Surgeon <input checked="" type="checkbox"/> Anesthetist <input checked="" type="checkbox"/> Post-operative Care	
Will provide anesthesia for any other types of procedures <input type="text" value="8"/> <input checked="" type="radio"/> Yes <input type="radio"/> No	
For use if additional information regarding training/experience is required	
<input type="text" value="9"/>	

- 1) Enter a SUNet ID to add new personnel (doing so should result sections 1-6 being completed for you)
- 2) Degree (e.g., BS, BA, PhD, MD, etc.)
- 3) Position at Stanford (Professor, Assistant Professor, Postdoctoral Scholar, Undergraduate, etc.)
- 4) Email address (if the person has a Stanford email address, this is preferred)
- 5) Phone number – a number that will allow contact in the event of questions/concerns about their study animals by either the APLAC or Veterinary staff
- 6) Personnel Department
- 7) A Yes or No response regarding participation in survival surgery procedures
 - a. If the response is “No,” you are done with this question
 - b. If the response is “Yes,” you will be asked to select the boxes that reflect how they will participate (e.g., Surgeon, Anesthetist, Post-operative Care)
- 8) A Yes or No response regarding participation in procedures that are NOT survival surgeries, but DO involve anesthesia (examples include, but are not limited to, imaging, blood collection, any terminal procedures/surgeries, etc.)
- 9) Text box:
 - a. For existing personnel on this protocol, this box will be populated with any data that was listed in their personnel description. Please verify that this information is still current and update as necessary.
 - b. For new personnel additions – This can remain blank. **You do not need to enter any information here unless asked to do so by the Panel.**

Addition of New Personnel:

If you need to add new personnel, here is what you will see at the bottom of the page. Click on the correct link and proceed as above. Please note that if you have asked the Veterinary Service Center (VSC) to assist with anesthesia or postoperative care, please click on the “Click here to add VSC Staff” and this will be added on your behalf. You need only add the details as to how they will be assisting:

[\(Click here to add Other Personnel\)](#)

[\(Click here to add VSC Staff\)](#) 

Once all personnel have been entered and saved, click here to start the OPACS process.

Confirm Personnel

If you are adding VSC Staff (with their agreement), this will appear when you select that option. Simply customize their participation and the default text in the text box:

Name

VSC Staff

Degree

NA

Position, e.g. Assistant Professor, Resid
VSC Staff

Email

vscstaff@stanford.edu

Phone

(650) 723-3876

Department

Comparative Medicine - Veterinary S... ▼

Will participate in survival surgery:

☐

Yes

☐

No

☐ Surgeon ☐ Anesthetist ☐ Post-operative Care

Will provide anesthesia for any other types of procedures

☐

Yes

☐

No

For use if additional information regarding training/experience is required

VSC Staff will assist in specific procedures