



DATE: 11/29/2022

TITLE : IRB Coordinator		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PN391
UNION: P&A, Local 1979, U.A.W.	SALARY GRADE: 12	EEO CODE: 30
JOB GROUPING: None	FLSA: Non-Exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

The Institutional Review Board (IRB) Coordinator will review all proposed research project submissions to the Institutional Review Board, including Protocol/Proposal documents, and administrative approvals for consistency with federal guidelines and institutional requirements. Provide real-time and functional analysis and assist in management activities and procedures of the IRB’s electronic platforms and electronic submission procedures. The position will report to the Associate Director, Institutional Review Board.

Essential Job Functions	% of Time
Coordinate the daily activities of the Office for the Protection of Research Subject (OPRS) and Institutional Review Board (IRB). This includes coordinating and conducting pre-checks of initial submission to confirm that all elements are there for the initial review to be conducted or returned if the pre-check items are missing.	25
Review all proposed research project submissions to the Institutional Review Board, including Protocol/Proposal documents, and ensure administrative approvals are consistent with federal guidelines and institutional requirements. Organize the intake of initial submissions, unanticipated problem reports, and other submissions. Contact Principal Investigators and/or research personnel regarding missing elements that must be provided before the submission can be accepted by the IRB Administration. Authorize external IRB submissions key. Research personnel deletion and additions. Direct submitters to the appropriate submission process in order for submissions to be completed and ultimately reviewed. Verify that appropriate documentation is obtained before acceptance and review procedures are conducted. Assist in conducting interviews and candidate selection of IRB Office student assistants. Monitor student assistants assigned and completed tasks.	25
Determine and compile meeting agendas to meet distribution deadline. Disseminate meeting items and packets. Assure that IRB members have all the requisite information to review human subject research, and provide the necessary documents that will enable them to perform their review tasks. Assist the Associate Director with preparing and confirming schedules for all the full board IRB committees for each fiscal year.	20

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Act as an intercessory between the board, research participants, the research community, sponsors, and other involved institutions; and appropriately addresses issues, including complaints.	10
Train and guide research staff and investigators in compiling the correct and complete documents for submission to the IRB. Provide training and serve as the information resource for the Program Project Assistant position that helps with managing eProtocol inquiries on a daily basis and unanticipated problem report data base management.	10
Contribute to the revisions and implementation of IRB forms, policies and procedures, as well as other resources for the research community.	5
Other duties as assigned.	5

MINIMUM QUALIFICATIONS

Education :

Graduation from an accredited college or university or equivalent experience in the field of research compliance or research regulatory support.

Years of Experience Required :

Minimum of 2- 5 years experience with Institutional Review Boards/ethics board procedures, research submission methods and procedures.

WORKING CONDITIONS : Office setting

ADDITIONAL COMMENTS :

- Advanced written, oral and interpersonal communication skills.
- Strong prioritization, organizational, and analytical skills.
- In depth knowledge of federal, state, and local regulations regarding the protection of humans in research.
- Ability to negotiate/mediate with a variety of professionals including scientists and physician investigators.
- Strong customer service skills and ability to work independently in a deadline-driven environment.
- Strong understanding of all the technical terminology involved in the work in order to decide which research projects and protocols need to be discussed.

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