Title: Research Compliance IRB Manager

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, manage the day-to-day activities of the IRB office, which supports the Institutional Review Board (IRB). Ensure compliance with university policies & procedures, Association for the Accreditation of Human Research Protection (AAHRP), federal, state, & local regulations.

Characteristic Duties

• Manage the day-to-day activities of the IRB, and collaborate with the IRB Director and the Director of the Office of Research Compliance and Regulatory Affairs.

• Assure that IRB policy and University regulations on maintaining confidentiality are enforced.

• Serve as liaison between the IRB chairs and committee members, government and institutional officials, University Hospital, ORCRA, investigators, and the University research community.

• Attend IRB meetings to review study progress and make recommendations.

• Manage departmental budget.

• Recommend and implement policies and procedures; identify and resolve critical issues.

• Responsible for identification of revised and new government regulations regarding conduct of human subject research and for disseminating information to the IRB Office, IRB, and investigators.

• Administer University’s Federal Wide Assurance and OHRP IRB registration.

• Assure compliance with required standards to maintain AAHRP accreditation.

• Monitor appropriate reporting requirements.

• Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Experience must be in an IRB or clinical research environment. Experience must also include three (3) years supervision.

Last updated: May 2008