Title: Research Compliance Specialist

Essential Function

Under general supervision from a designated administrator, serve as the main point of contact to facilitate action on research protocols/studies. Provide assistance and advice to assist Review Board/Committee decisions. Translate Board/Committee decisions and processes to maintain continuity and timely communications. Monitor protocols to insure regulatory compliance.

Characteristic Duties

- Serve as liaison for designated research protocols/studies; perform initial/ongoing research protocol reviews and provide advice to the Board/Committee; perform protocol audits as required.

- Use independent judgment to, interpret, analyze and apply federal, state and local regulations, along with University rules and regulations, to insure that ethical research practices are followed; report suspected or known instances of noncompliance with University or federal regulations.

- Attend Board/Committee meetings to review and discuss studies to insure compliance with federal, state, local regulations, and University policies & procedures.

- Act as a resource for Board/Committee members regarding regulations during research protocol review. Resolve all issues involving research protocols.

- Coordinate information to meet protocol reporting requirements.

- Resolve non-routine issues involving research protocols including direct communication with investigators and research staff.

- Assist in the development and maintenance of daily operational policy and procedures.

- Interact with investigators, faculty, students and administration of all levels.

- Provide training and mentoring as needed, may conduct on-site audits.

- May serve as full member on review board.

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in a compliance, basic science or clinical research environment. Appropriate certification(s) required. Experience may also include one (1) year supervision.
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Pay Scale Group: 16

Career Path

A Research Compliance Specialist will be eligible for promotion to the Senior Research Compliance Specialist level within 24 to 48 months of service provided the employee has excellent performance reviews, demonstrates team leadership ability, has an increased scope of regulatory knowledge, has demonstrated independent project management skills, and meets the minimum qualifications for a Senior Research Compliance Specialist. The individual must have maintained a current certification (recertification). In addition, movement within the career path requires a documented business and management need, as well as, prior approval from the Director of Research Compliance.

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