

UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Institutional Review Board Analyst

Job Code: 121107

OT Eligible: No

Comp Approval: 12/10/2020

JOB SUMMARY:

Independently reviews biomedical and behavioral research proposals of varying complexity and risk, with an emphasis on expedited and full board applications, and approves changes in approved research that are eligible for expedited review. Serves as a regulatory subject matter expert (SME) for faculty, staff, students, and ancillary committees on Institutional Review Board (IRB) regulations, policies, and practices. Assists in the development of IRB education, training, and guidance materials.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

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|-------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | Serves as a regulatory SME for faculty, staff, students, and ancillary committees on IRB regulations, policies, and practices. Assists in addressing questions and escalated issues and problem-solves for day-to-day IRB operations (e.g., resolving technical problems and answering questions regarding studies that no greater than minimal risk). |
| _____ | _____ | Conducts pre-reviews for expedited and full board reviews of biomedical and behavioral research proposals submitted to the IRB, in compliance with federal regulations and institutional policies and procedures. Identifies issues or concerns that must be addressed in order to guide the Chair, Vice Chair, and committee members in order to facilitate approve approval of the research studies. |
| _____ | _____ | Composes detailed and complex meeting minutes and correspondence that effectively describe concerns raised by full board reviewers, changes required by the board to make the study approvable, and the rationale for the board's decisions and requested changes. |
| _____ | _____ | Assists in the training and mentoring of new IRB staff. Participates in audits as required. |
| _____ | _____ | Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. |
| | | Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. |

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree
Combined experience/education as substitute for minimum education

Minimum Experience:

3 years

Minimum Field of Expertise:

Three years of IRB experience conducting reviews of varying complexity of risk. Demonstrable knowledge of federal, state, and local regulations, laws, policies, and ethical practices governing the research of human subjects. Ability to analyze, interpret, and evaluate, and report on information. Excellent oral and written communication skills. Proven project management skills. Excellent organization, planning, and interpersonal skills. Ability to maintain confidentiality and handle sensitive material with discretion.

Preferred Education:

Bachelor's degree

Preferred Experience:

5 years

Preferred Field of Expertise:

Five years of IRB experience.

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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