



## Departmental Institutional Review Board Coordinator Job Description

### JOB INFORMATION

<i>Job Code:</i>	121095
<i>Job Title:</i>	Departmental Institutional Review Board Coordinator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May supervise student, temporary and/or resource workers.
<i>Job Family:</i>	Research - Institutional Review Board
<i>Job Family Group:</i>	USC Job Families
<i>Management Level:</i>	8 Individual Contributor
Departmental Institutional Review Board Coordinator	

### JOB SUMMARY

Responsible for regulatory review of department biomedical research proposals of limited complexity and risk for submission to the university Institutional Review Board (IRB) for review. Independently reviews submissions, verifying institutional requirements have been met and determining whether applicable regulations and policies are appropriately addressed. Reviews protocols to identify all ethical and regulatory issues. Analyzes and applies federal and state regulations, university policies and ethical principles governing research protocols before submission to IRB.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

X Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	in research or research-related field
	X	5 years	with IRB

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

X Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent written and oral communication skills.
	X	Knowledge of federal, state and local regulations and laws and routine policies and ethical practices for human subjects research.

## Other Job Factors

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Conducts reviews of biomedical and behavioral research studies in compliance with federal regulations and institutional policies and procedures. Under supervision and in coordination with investigators, identifies issues or concerns that must be addressed in order to submit the protocol for IRB review. Analyzes and evaluates investigator responses to changes requested by the university IRB, and advises whether the requirements for approval have been met.				
Serves as the primary point of contact for questions, decision making and problem solving for day-to-day IRB operations (e.g., resolution of technical problems, assisting IRB support staff, department faculty and researchers). Maintains accurate, complete, and timely regulatory documents as required by sponsor and regulatory guidelines.				
Conducts reviews of department research proposals and records review findings in tracking software in a timely manner. Composes detailed and accurate correspondence that effectively describe any concerns raised by IRB reviewers, changes required by the board to make the study approvable, and the rationale for the board's decisions and requested changes.				
Identifies potential improvements and enhancements to the department IRB review process and recommends corresponding changes in procedure. Provides feedback to senior management regarding program efficacy and efficiency. Assists in site preparation for monitoring visits and external/internal audits.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures management, faculty 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.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

### Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

### ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on

individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.