

Posting Preview

Job Requisition	
Requisition Number:	03020600
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	01-08-2018
Closing Date:	
Position:	IRB BIOMEDICAL COMMITTEE ANALYST
Payroll Title	RSCH CMLPNC ANL 3
Number of Positions:	1
Salary:	\$4,883.33 - \$9,983.33/MO
Appointment Type:	Career
Appointment Description:	100% Fixed, Monday-Friday, 8:00am-5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	IRB ADMINISTRATION - 061811
Department Description:	The IRB Administration provides education, training, administrative and record-keeping support and conducts non-committee reviews for the four Institutional Review Board (IRB) Committees. Each Committee has a campus-wide committee established to protect the rights and welfare of human subjects in research studies conducted by the University of California Davis.
Location:	UC Davis Health System
Position Details	
Job Summary:	<p>Under general supervision provide analytical support to the IRB Committee by conducting review and analysis of every submission the Committee will review and apply regulations, state law, official guidance and UC Davis standard operating procedures (SOPs) to determine gaps between the proposed research and applicable law and SOPs.</p> <p>Make recommendations based on experience and knowledge and work with investigators, Committee Members and others to resolve issues identified during analysis in a time sensitive manner. Efficiently coordinate and manage IRB Committee meetings.</p>
Physical Demands:	<ul style="list-style-type: none"> -Work at a computer video display for extended periods of time; -Lift and carry stacks of files/documents weighing up to 25 lbs. -Filing requires bending and lifting files. -Restricted vacation during peak periods. -Work occasional flexible schedule or evenings and weekends to meet

Work Environment:	<p>operational needs.</p> <p>-Travel to/from various UCD offices, usually on short notice.</p> <p>-UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html.</p>
Qualifications	
Minimum Qualifications:	<p>-Experience in human research protections, specifically biomedical research.</p> <p>-Knowledge of NIH and other funding agency regulations for protections of human subjects as well as FDA regulations for use of investigational drugs, devices and biologics in clinical investigations.</p> <p>-Skills to identify applicable law and policy and compare those requirements to proposed research to determine whether the project is approvable; and to identify revisions that could be made to a proposed project to enhance the approvability.</p> <p>-Knowledge of the ethical principles related to human subject research to apply the principles to research proposals to determine whether the project is approvable;</p> <p>-Interpersonal skills to work effectively and diplomatically with a broad range of diverse individuals in a professional manner.</p> <p>-Writing, editing and proofreading skills to compose detailed, grammatically correct technical and comprehensive letters, memos and reports to investigators.</p> <p>-Experience using computer skills for word processing, spreadsheet, email, database, and presentation software programs.</p> <p>-Time management and organizational skills to successfully prioritize and complete workload and activities that have immediate and sometimes conflicting deadlines.</p>
Preferred Qualifications:	<p>-Familiarity with campus issues, policies, procedures, and practices in the area of human subjects.</p> <p>-Extensive knowledge of Phases I-IV drug development processes, research with investigational devices and study design.</p> <p>-Knowledge of anatomy and physiology and disease processes.</p> <p>-Expertise in the area of the FDA approval process of investigational drugs and devices.</p> <p>-Extensive knowledge of medical/research terminology.</p> <p>-Skills to organize effective record keeping and information retrieval systems.</p>
Search Category:	
Background Check:	Yes