

UNIVERSITY OF SOUTHERN CALIFORNIA

Institutional Review Board Analyst II

Job Code: 121107

OT Eligible: No

Comp Approval: 10/27/2017

JOB SUMMARY:

The Institutional Review Board (IRB) Analyst I is responsible for regulatory review of social-behavioral or biomedical research proposals of limited complexity and risk, submitted to IRB review. The role directly impacts subject health and wellbeing through independently reviewing submissions, verifying that all institutional requirements have been met, and determining whether applicable regulations and policies are appropriately addressed. The position identifies ethical and regulatory issues, analyzing and applying federal and state regulations, University policies and ethical principles governing research protocols submitted to the Institutional Review Board (IRB).

JOB ACCOUNTABILITIES:

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

_____	_____	Serves as a regulatory Subject Matter Expert (SME) for faculty, staff, students and ancillary committees on IRB regulations, policies, and practices.
_____	_____	Conducts reviews of biomedical and behavioral research proposals submitted to the IRB in compliance with Federal regulations and Institutional policies and procedures. Makes an initial determination regarding the necessary level of review. Identifies issues or concerns that must be addressed in order to approve the research.
_____	_____	Serves as a member of the Institutional Review Board (IRB). Serves as a designated reviewer with the authority to make determinations with minimal supervision, to approve minimal risk research, and to approve changes in approved research that are eligible for expedited review.
_____	_____	Serves as the primary point of contact for questions, and for decision-making and problem-solving for day-to-day IRB operations including the resolution of technical problems and questions of IRB support staff, IRB members, researchers and investigators while reviewing the proposal.
_____	_____	Attends Institutional Review Board (IRB) meetings to provide technical support, guidance on regulatory matters and ethics, and provide critical analysis of proposal content. Provides answers to questions raised by the board members.
_____	_____	Composes detailed and complex meeting minutes and correspondence that effectively describe concerns raised by 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 of and mentoring of new Institutional Review Board Analyst I staff.
_____	_____	Assists in the development of IRB education, training, and guidance materials for
_____	_____	Demonstrates familiarity with department operations and makes recommendations for their improvement.
_____	_____	Identifies potential improvements and enhancements to the IRB review process and recommends corresponding changes in procedure. Provides feedback to senior management regarding program efficacy and efficiency.

_____ Conducts the review of research proposals and records review findings in tracking software in a timely manner.

_____ 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.

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:

- 5 years
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Certified Institutional Review Board Professional required. Relevant experience in IRB. Expertise and education required to be a member of the IRB board and conduct expedited review.

Preferred Field of Expertise:

Knowledge of federal, state, local regulations and laws, and routine policies and ethical practices for human subjects research.

Skills: Other:

- Analysis
- Assessment/evaluation
- Consulting
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.

Organization
Planning
Project management
Research
Scheduling
Teaching/training

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment

Supervises: Level:

May oversee student, temporary and/or resource workers.

Supervises: Nature of Work:

Professional/Paraprofessional

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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