Position Title: Institutional Review Board (IRB) Coordinator
Job Category: Site Supervisor/Lead Technician
Location: Travis AFB, CA
Travel Required: Some
Level/Salary Range: TBD
Position Type: Full-time exempt
HR Contact: Susan Shelley
Date Posted: June 12, 2012
Expires: Open until filled
Resume/Applications Accepted by:
Fax: 301-309-8314
Attention: Susan Shelley
Email: sshelley@themccgroup.com
Mail: The McConnell Group
Attn: Human Resources
1901 Research Blvd., Suite 502
Rockville, MD 20850

Position Description

Job Purpose:
The IRB Coordinator will serve as the primary regulatory resource for investigators and staff compatible with the Clinical Investigations Facility 60th MDG operating capacity and equipment. As a result, an extensive understanding of human subject research regulations and federal guidance documents is critical. Work is completed in accordance with the processes and procedures that ensure compliance with federal and state regulations and institutional policies relative to human subjects in research at the Clinical Investigations Facility, 60th Medical Group.

Position Requirements:
1. Must be able to pass and maintain a favorable background investigation.
2. A Master’s degree is preferred; the IRB coordinator shall have at a minimum a BA or BS degree in a biomedical field with a minimum of 3 years of experience in research administration in support of clinical/biomedical research and/or IRB experience in a healthcare environment.
3. Previous managerial/supervisory experience with demonstrated success in leading and managing people is required. Strong leadership and team building skills and experience working collaboratively to motivate others are highly essential.
4. Must have and maintain a Certified IRB Professional (CIP) or Certified IRB Manager (CIM) certificate upon meeting eligibility criteria. This certification must be a valid, unrestricted, and current certification. The company will confirm that the certification has not been suspended or revoked. This does not preclude any IRB Coordinator whose certification, although originally suspended or revoked, was subsequently fully reinstated. The company will perform all primary and annual certification document verifications for the IRB Coordinator.
5. Possess and maintain current certification in Basic Life Support (BLS). The contractor/IRB Coordinator is responsible for maintaining the certification in a current status throughout the life of this contract.

Duties:
1. The IRB Coordinator shall perform the following primary IRB functions in support of research protocols:
   a. Review new research applications for consistency, completeness, and compliance with
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<th>Knowledge, Skills and Abilities Required:</th>
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<td>1. Must possess excellent written and verbal skills, as well as strong problem solving and decision making skills.</td>
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<td>2. Knowledge of Medical Treatment Facility (MTF) Infection Control and Employee Health Programs.</td>
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<td>3. Must have knowledge of, and experience in, the interpretation of Federal and State regulations particularly regarding the protection of human subjects in biomedical research (to include working knowledge of Federal regulations for human research: 21 CFR parts 50, 56,</td>
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312, and 812; and 45 CRF 46).
4. Ability to interpret and apply laws and regulations to ensure overall protection of human participants.
5. Ability to advise and counsel on matters of general research compliance and ethical human participant research practices.
6. High level of experience and comfort working independently with senior leadership, faculty, staff, students, medical professionals and external agencies in complex organizations.
7. Proficient with relevant computer programs.
8. Experience in designing, operating and implementing electronic IRB applications.
9. Ability to handle multiple activities simultaneously and to effectively prioritize tasks and responsibilities.
10. Must possess discretion and mature judgment as confidential information is routinely encountered.

Compensation/Benefits:
TMG offers competitive pay and benefits packages including health insurance; paid holiday, vacation, and PTO; EAP; 401(k) and College Savings Plan.