Job Opportunity #1

Req. Number: 42484BR

Analyst II – Assistant to the Department Chair
University of California, Department of Urology

Location: University of California, San Francisco - Mission Bay

The Assistant to the Chair will provide administrative and analytical support to the Chair. Responsible for managing the Chair’s daily activities and is often delegated responsibility to speak authoritatively for the chair resolving issues and making commitments on behalf of the chair. Represents the Chair, School of Medicine, University of Medical Center in interactions with the public, faculty, physicians, patients and staff and all levels of UCSF and system-wide, as well as outside agencies; working with these various groups to ensure timely resolution of affairs that affect the Chair, the Department, the School, the Medical Center and the University. In addition, must exercise good judgment and discretion in handling complex and often confidential and sensitive matters. Ability to carry out responsibilities independently and with minimal supervision from the Chair.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/

Contact person: Angela Friday, Angela.Friday@ucsf.edu

Job Opportunity #2

Req. Number: 42450BR

Analyst V – Supervisor, Assistant Coordinator Manager, CHR
University of California, Department of Human Research Protection Program

Location: University of California, San Francisco – Laurel Heights

The CHR Assistant Coordinator Manager is responsible for managing the CHR Analysts who process applications requiring review by either a convened panel of the CHR or by expedited review. The review process includes setting agendas, conducting meetings at which the studies are discussed, writing letters that convey the outcome of the committee review, review of PI responses to these letters, maintaining minutes of the Committee meetings. The CHR Review Unit is required to track all actions in a timely manner so that information is available for the Principal Investigators (PIs) and others as needed as quickly as possible.

It is the responsibility of the CHR Assistant Coordinator Manager to oversee operations of this unit, to supervise its staff, and to ensure that the operations are
conducted in an effective and efficient manner and in accordance with the standards of time-to-completion (T2C) established as baselines. The CHR Assistant Coordinator Manager provides leadership to the HRPP and manages and directs the activities of the CHR. The CHR Assistant Coordinator Manager must collaborate with key research support units at UCSF to coordinate the delivery of those activities, such as the Regulatory Knowledge and Support Program, Clinical Research Services of the UCSF Clinical and Translational Science Institute (CTSI), the Helen Diller Family Comprehensive Cancer Center (HDFCCC), Center for AIDS Preventions (CAPS), and Global Health Sciences. Collaboration between HRPP and these other stakeholders is critical to ensuring quality, compliance, and providing an effective human subjects protection program. The CHR Manager reports to, and is accountable to the HRPP Director.

For the full job description, go to [http://ucsfhr.ucsf.edu/careers/](http://ucsfhr.ucsf.edu/careers/)

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**Job Opportunity #3**

**Req. Number:** 42619BR  
**Analyst IV – Expedited Application Coordinator**  
**University of California, Department of Human Research Protection Program**

**Location:** University of California, San Francisco – Laurel Heights

Under the supervision of the CHR Manager, the Expedited Application Coordinator will screen initial review applications for expedited IRB review or exempt determinations. In many cases, and depending on the individual, the Expedited Application Coordinator will also serve as designated IRB reviewer with authority to approve or require changes to the research. The Coordinator will screen applications for completeness, level of review needed, and compliance with regulations and guidelines; return applications with stipulations if changes are needed; and assign completed applications to CHR chairs and members for formal review.

The individual will analyze and evaluate Committee decisions to ensure compliance with applicable regulations, policies and procedures. If any part of the decision is non-compliant, it is the responsibility for the Coordinator to take corrective action. The Coordinator is the person ultimately responsible for all CHR committee activities related to these studies, such as drafting correspondence to investigators, reviewing investigator responses, assisting with developing and improving systems and procedures for review, and educating investigators and members.

The Coordinator writes formal correspondence to the investigator based on both the Committee’s decisions and his or her own analysis of the protocol, reviews the investigator’s response, and determines the next steps (either soliciting more information from the investigator or forwarding the response to the Committee members for further consideration. At each step the Coordinator must evaluate researchers’ and members’ concerns and responses and advise them of federal, state, and local regulations and guidance that limit the committee’s decisions.

For the full job description, go to [http://ucsfhr.ucsf.edu/careers/](http://ucsfhr.ucsf.edu/careers/)
Job Opportunity #4
Req. Number: 42714BR
Analyst III – Coordinator, CHR
University of California, Department of Human Research Protection Program

Location: University of California, San Francisco – Laurel Heights

The Committee on Human Research (CHR) Coordinator will work within the HRPP and in close liaison with Principal Investigators and their research staff to facilitate the review and approval of human research Full Committee applications.

As guided by broad priorities established by HRPP, the individual will analyze and evaluate proposed projects and programs involving human research subjects as well as specific applications to the Committee on Human Research; determine which projects and applications need individual’s attention; and provide advice to faculty and staff on how the projects, programs, and applications can best comply with ethical, regulatory, and procedural requirements for human research approval. As needed, individual may provide advice to faculty, staff, and administrators regarding particular projects or applications; provide training to individuals or groups of staff in the preparation of applications; provide advice related to human subjects protections; screen and edit applications for CHR approval and return them to researchers for changes; prepare template forms that can serve as models for numerous applications; attend CHR meetings where high priority studies are reviewed; consult with CHR chairs and vice chairs regarding concerns and priorities; draft correspondence conveying CHR concerns to investigators; screen researchers’ responses to CHR correspondence; advise researchers on steps needed to obtain final approval; and ensure rapid handling by HRPP of high priority applications. The Coordinator will maintain and apply broad knowledge of IRB standards, policies, and procedures.

The average percent of time devoted to specific duties may change from time to time depending on investigator and HRPP needs.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/

Job Opportunity #5
Req. Number: 42758BR
Analyst II – IRB Assistant Coordinator
University of California, Department of Human Research Protection Program

Location: University of California, San Francisco – Laurel Heights

Under the supervision of the Assistant Coordinator Manager, the IRB Assistant Coordinator is responsible for analyzing and processing submissions for the continuing review or modification of CHR-approved research. Individual will evaluate changes to approved research to ensure compliance with applicable federal regulations, state laws, and university policies and procedures. Individual must
ensure that submissions meet basic standards for review so that the IRB, Chair, and/or designated reviewer are able to efficiently complete their regulatory and ethical reviews. The IRB Assistant Coordinator must ensure submissions receive an appropriate level of review (e.g., full board, expedited, exempt), and ensure IRB reviewers with appropriate expertise are assigned to the submission. If any part of the application is incomplete or non-compliant, it is the responsibility for the IRB Assistant Coordinator to take corrective action by communicating in writing, by phone and/or in person with the faculty investigator or his or her support staff. Prior to formal review, the IRB Assistant Coordinator must be able to perform these tasks independently and with good judgment. After formal review, the IRB Assistant Coordinator generally performs this task at the direction of the IRB, Chair or expedited reviewer. The individual is responsible for processing and facilitating all stages of the review, from initial submission to final approval. He/she must have a strong customer service orientation, proven problem solving abilities, demonstrated oral and written communication skills in order to effectively assist and advise faculty or research administrators.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/

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