Chief Institutional Review Board Operations, CC (deadline: January 21)

The National Institutes of Health

Are you interested in a truly unique opportunity in Institutional Review Board Operations? The National Institutes of Health (NIH) invites candidates who have strong leadership, supervisory, and operational experience to apply for the position of Chief of Institutional Review Board Operations, Office of Research Support and Compliance, NIH Clinical Center, Bethesda, MD. The NIH Clinical Center is the largest hospital in the world totally dedicated to translational clinical research. The hospital maintains a 200-bed capacity that supports the intramural research programs of Institutes and Centers across the NIH. The hospital supports an extensively diverse population of patients. At any given time the Clinical Center has more than 1600 active clinical research protocols. Approximately half of these are studies of the pathogenesis or natural history of rare, frequently genetically determined, diseases, with the other half of the studies being clinical trials, more than 90% of which are Phase I or Phase II trials. All Clinical Center patients are research participants and many have long-standing relationships with their care teams.

The NIH Clinical Center Institutional Review Board (IRB) Operations provides leadership and guidance to teams responsible for review and approval of clinical study protocols. This position will oversee the employees and the processes to ensure clinical studies meet the requirements and are reviewed to protect the rights and welfare of human subjects involved in clinical research. The incumbent is expected to maintain open lines of communication with investigators, stay current with the federal and international regulations that cover human subject’s research and develop processes for efficient IRB operations.

The Clinical Center is at the epicenter of clinical research at the NIH. An individual selected for this position will have an opportunity to develop a new program including the processes and work flow for IRB operations. We seek an individual who possesses exceptional communication skills, high levels of expertise leading, consulting and advising a diverse workforce. The ability to partner and provide sound guidance to all levels of staff within our complex clinical research setting is key to the successful performance of the duties associated with this position.

Candidates must have a bachelor’s degree, at least 5 years’ experience in a successful leadership position with an IRB, knowledge of FDA and HHS regulations and International Council on Harmonization (ICH) Guidelines and demonstrated experience acting as a change agent and development of processes to maintain quality and create efficiencies. Certified IRB Professional (CIP) certification and strong Microsoft Office skills are preferred. The successful applicant will need to demonstrate willingness to contribute to the success of investigators and clinicians throughout the NIH.

Salary is commensurate with experience and accomplishments. A full Civil Service package of benefits (including retirement, health, life and long term care insurance, Thrift Savings Plan, etc.) is available. Applications must be submitted via the www.usajobs.gov website, job announcement # NIH-CC-DE-18-10087044. If you have questions about this position, please contact Ernesto Corrales at 301-594-2150 or at corraler@mail.nih.gov. This position is subject to a background investigation. The Department of Health and Human Services and NIH are equal opportunity employers. Also see https://www.usajobs.gov/GetJob/ViewDetails/487498600. The closing date is January 21, 2018.

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