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# Example of Research Compliance Job Description

Our company is growing rapidly and is looking to fill the role of research compliance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for research compliance

* Responsible for maintaining up-to-date information regarding federal regulations, ethical consideration, and IRB policies related to the use of human participants in research
* Oversee the creation of complex meeting minutes, which include detailed description of IRB deliberations, outline of controverted issues and their resolution, and the justifications and ethical principles analyzed and reviewed by the IRB
* In collaboration with the other members of the research compliance team, receive, document and ensure adequate review of investigator, staff and subject complaints regarding the conduct of human subjects research
* Maintain the IRB database
* Conduct targeted risk assessments and develop comprehensive corrective action plans or remedial measures to address identified areas of concern
* Serve as an ex-officio member of university research compliance committees
* Determine the appropriate level of qualification and validation necessary for electronic systems to ensure compliance with relevant regulations and industry guidance documents
* Provide hands-on support to ensure the completion of computer system validation and the associated documentation
* Responsible for tracking key dates of planting, pollination, harvest, and post-harvest field management steps for multiple fields of different crops, for visiting each field to monitor plant emergence, development, and health at specified periodic intervals, and for keeping accurate and complete records of visits
* Participates in field inspections and takes detailed notes from the inspections

## Qualifications for research compliance

* Direct IRB experience with an accredited institution preferred
* Occasionally stand, walk, and write by hand, lift, carry, push pull objects that weigh up to 10 pounds
* University degree (or equivalent), preferably in Law or Science
* At least 12 years of relevant professional experience including a minimum 5 years in the life sciences industry and 5 years in healthcare compliance
* Experience working in USA, Europe and Asia preferred
* Experience in a regional role and in dealing with diverse teams