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# Example of Research Compliance Job Description

Our innovative and growing company is hiring for a research compliance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for research compliance

* Resolve non-routine issues involving research protocols including direct communication with investigators and research staff
* Assist in the development and maintenance of daily operational policy and procedures
* Interact with investigators, faculty, students and administration of all levels
* Provide training and mentoring as needed, may conduct on-site audits
* May serve as full member on review board
* Application submission – consults with and advises investigators on the application submission process
* Ensure that standards for good clinical practice guidelines and governmental regulations are followed to achieve the highest quality regulatory management of the Center’s clinical research portfolio at collaborative sites (Alliance and Strategic partners, Multi-center sites, NCTN)
* Serve as primary inter-institutional liaison to the site’s research administration
* Oversee collaboration with the site’s leadership on all aspects of Clinical Trial Site participation
* Collaborate with the Institutional NCTN U10 Principal Investigator and Institutional Physician leaders to ensure full compliance with program goals and grant requirement/targets

## Qualifications for research compliance

* Take a lead role in the development, improvement and implementation of QC laboratory systems for Client’s growing QC organization
* Implement controlled (issued and reconciled) worksheets and logbooks
* Author, review, and facilitate the approval of Standard Operating Procedures
* Take a lead role in Prior Approval Inspection (PAI)
* Broad knowledge of protein and peptide chemistry, biochemistry, and practical experience in testing (ELISA, Cell Culture, Thermo plate reader, PCR, and Bioanalytical assays)
* Experience with 5S is preferred