



Dear Faculty,

Following Dr. Jonathan Green's departure this past September, we are now launching an internal search for the IRB Executive Chair position. We are seeking to fill the position with an experienced physician/clinical investigator committed to advancing human subjects research at Washington University's Medical Center and Danforth Campus.

**Responsibilities** - Act as Chair for some convened IRB meetings including leading discussions related to the regulatory criteria for approval, and ensure meetings are conducted in compliance with federal, state, and local requirements, and University Policies.

Conduct review of research proposals for presentation at convened IRB meetings and act as a voting member of the IRB.

In collaboration with the HRPO Executive Director, designate IRB members to conduct expedited reviews of IRB submissions. Participate in conducting expedited reviews as necessary.

Review requests for continued treatment of enrolled subjects during lapses of IRB approval, emergency use requests for investigational treatments, and reports of adverse and/or unexpected events in ongoing research studies.

Participate in the development and review of IRB policies.

In collaboration with the HRPO Executive Director, recruit a diverse IRB membership in compliance with federal regulatory requirements. Participate in training, ongoing education, and performance reviews of IRB members. Choose and evaluate IRB Members who will chair IRB meetings.

Monitor and report any attempts to influence or coerce IRB members.

Act as a consultant to researchers in the development of research protocols consistent with the highest ethical standards and protection of human subjects.

Participate in resolution of issues identified during the IRB review process, subject complaints, and act as a liaison to PIs and research team members when necessary.

Participate in local, regional, and national meetings related to human subject's protections. Chair PARC meetings leading discussions of issues noted, plans to address issues, and the necessity of follow-up.

### **Qualifications**

Respected member of the institution and community with expertise in the ethical conduct of human subjects research.

Extensive human subjects research experience.

Working knowledge of federal, state, and local regulations governing the conduct of human subject's research, as well as HIPAA regulations and University policies.

Expertise in the effective and efficient management of committee meetings, strong interpersonal skills, and respected ethical and moral values.

Ability to work effectively in a stressful and time-pressured environment.

Exceptional problem-solving skills.

Ability to work with a range of individuals including faculty, community representatives, HRPO staff, IRB members, institutional and hospital representatives, and representatives from other universities, commercial entities, and commercial IRBs.

**Term** - Executive Chair appointment is a four year renewable term.

### **To apply**

Send a CV and statement of interest that includes a description of your experience and expertise in human subjects research to Johnnie Cartwright, Chief of Staff to the Vice Chancellor for Research ([cartwrightj@wustl.edu](mailto:cartwrightj@wustl.edu)) by January 15, 2019.