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Job Description

IRB Coordinator, Center for Neurotechnology and Neurorecovery - (3090779)

Description

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Center for Neurotechnology and Neurorecovery (CNTR) at Massachusetts General Hospital is seeking IRB Coordinator to engage in cutting-edge neurotechnology and neurorecovery research including brain-computer interfaces (BCI), epilepsy, high-resolution neurophysiology, traumatic brain injuries (TBI), and stroke recovery clinical trials.

Primary responsibilities:

- Serves as lead person responsible for managing interactions with Partners IRB for all CNTR protocols
- Responsible for tracking, filing, executing and monitoring IRB activities of the CNTR clinical trials
- Perform administrative duties as assigned

The successful candidate will be directly mentored by the Principal Investigators in the MGH CNTR and will become part of a highly active and productive community of researchers, neurologists, computational neuroscientists, and neuroengineers. For more information about the MGH CNTR, please visit <http://cntr.mgh.harvard.edu>

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Collaborates with PIs to prepare IRB and any other regulatory submission documents as required by the protocol.
- Responsible for preparation and submission of IRB amendments, Continuing Reviews and other required forms in Insight.
- Coordinates with Principal Investigators (PIs) to help ensure that clinical research and related activities are performed in accordance with federal regulations and Partners IRB policies and procedures.
- Assures that all key personnel or persons 'engaged' in the research project have met training requirements in accordance with federal regulations and Partners policies and procedures.
- Reviews and comprehends all CNTR protocols.
- Prepares/ updates other study materials including, but not limited to, the informed consent document, case report forms (CRFs), recruitment flyers, enrollment logs, and drug/device accountability logs, AE/SAE logs.
- Assists Research Nurse with maintaining study files, including but not limited to, regulatory binders, study specific source documentation and other materials.
- Assists Research Nurse with administrative structure of neurotechnology research, including preparation of research-related documents for FDA and other institutions
- Responsible for preparation and submission of IRB amendments, Continuing Reviews and other required forms in Insight.
- Acts as a key liaison and serves as a primary contact for all IRB-related communications.
- Act as resource for all study teams for IRB related submissions and document collection/review/approval
- Coordinates all sIRB/SMART activities for CNTR, including close relationships with other (non-Partners) clinical sites.
- Maintains records and databases
- Assists with regulatory binders and QA/QC procedures related the CNTR studies
- Performs administrative support duties as required
- May assist with recruiting patients for recovery-focused clinical trials

SKILLS/ABILITIES/COMPETENCIES

- Familiarity with Partners IRB policies and procedures is advantageous
- Working knowledge of clinical research protocols
- Careful attention to details
- Excellent organizational skills
- Ability to follow directions
- Good communication skills
- Excellent interpersonal skills and ability to work as part of highly multidisciplinary teams.
- Computer literacy; comfort working with Apple OS is advantageous.

Qualifications

EDUCATION:

Bachelor's degree required.

EXPERIENCE:

A minimum of 2 years experience as IRB Coordinator, or experience working directly for the IRB

SUPERVISORY RESPONSIBILITY (if applicable):

No supervisory responsibilities

EEO Statement

Massachusetts General Hospital is an Equal Opportunity Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans an

individuals with disabilities are strongly encouraged.

Primary Location MA-Boston-175 Cambridge - MGH

Work Locations

175 Cambridge Street
Boston 02114

Job Clinical

Organization Massachusetts General Hospital(MGH)

Schedule Full-time

Standard Hours: 40

Shift Day Job

Employee Status Regular

Recruiting Department: MGH Neurology Research

Posting Date Apr 8, 2019



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