

Swedish Careers

Req ID: 88715

Position: Institutional Review Office (IRO) Committee Coordinator - Institutional Review Board, First Hill

Website: www.swedish.jobs

Where you work matters! Swedish Medical Center is looking for a full-time IRO Committee Coordinator for the Institutional Review Board Department at the First Hill Campus in Seattle, WA.

The IRO Committee Coordinator serves as liaison between IRB and researchers to assure compliance with regulatory and institutional requirements with the ability to interact with researchers, research coordinators, assistants and other staff, as well as IRB members.

In this position you will:

- Coordinate activities involving the institutional review process for the protection of human subjects in research.
- Provide staff support to the Institutional Review Board (IRB).
- Maintain resources for information regarding IRB issues, research protocols, consent forms, etc.
- Assist with maintenance of department forms and tools, including web site content.

Required qualifications for this position include:

- Bachelor's Degree or equivalent education or experience in health related field, or education or psychology field
- Minimum of two years in healthcare, research administration or clinical setting, with regulatory compliance experience preferred, to be well-versed in applicable regulations, human research subjects protections
- Computer proficiency, including MS Word, PowerPoint experience developing and maintaining web site content

About the First Hill Campus.

The 697-bed tertiary-care center on the Swedish/First Hill campus is the flagship of the Swedish health-care system. Swedish/First Hill has one of the most active and advanced birthing programs in Washington state and houses a Level III neonatal intensive-care unit. More surgeries are performed each year at Swedish/First Hill than at any other facility in the region; volumes include more total joint replacements than any other medical center in the state.