**Job Announcement: IRB Manager at the Division of Research**

We are seeking an IRB Manager at the Kaiser Permanente Northern California Division of Research (KPNC DOR). DOR is located in Oakland, California, has 60+ investigators, 600+ employees, an annual revenue of approximately $100 million, and well-developed programs in behavioral health and aging, cancer, cardiovascular and metabolic diseases, health care delivery and policy, infectious diseases, and women’s and children’s health, among others. DOR’s overall mission is to transform health through research on the causes of health and disease, and the best ways to deliver health care for Kaiser Permanente members and society at large. DOR research studies are primarily supported by grants and contracts from various federal and industry sources, including funding from a range of institutes within the National Institutes of Health.

**About the Position**

The DOR IRB Manager is a key member of the DOR Administration leadership team. The position manages a team of DOR IRB analysts responsible for reviewing, consulting on, coordinating, and processing the full range of IRB packets (from new research applications to protocol violation reports) prior to IRB submission. The DOR IRB Manager provides risk management consultation and guidance on

all regulatory and compliance aspects of DOR research projects, including HIPAA Privacy issues, and coordinates investigations with Regional Compliance. The position also coordinates research-related agreements and processes (e.g., data sharing agreements, business associate agreements, representation of activities preparatory to research).

This important role collaborates with internal and external stakeholders, including DOR research scientists and project coordinators, DOR leadership, other DOR Administration work units, the KPNC Institutional Review Board, the Kaiser Foundation Research Institute, and Regional Compliance. The DOR IRB Manager collaborates with others to develop, implement, and disseminate research standards, best practices, and policies and procedures related to IRB, compliance, and HIPAA Privacy requirements.

In addition, this position is responsible for developing and providing related training to stakeholders; overseeing the maintenance of the DOR IRB Support Services webpages; managing business systems; and preparing reports and presentations for senior leadership and other audiences as requested.

The successful candidate will have deep subject matter expertise and knowledge of federal, state, and institutional requirements related to human subjects research, including current state as well as future direction. He or she must be able to build trusted relationships and collaborate effectively with a wide range of leaders and staff in a dynamic and fast-paced environment. The ideal candidate will be an experienced manager with excellent written and verbal communication and problem-solving skills, and experience with the regulatory and IRB-related needs of a health care research organization of comparable size and complexity.

Candidates should be certified as an IRB Professional (CIP) or IRB Manager (CIM) or complete CIP/CIM certification when eligible, and be able to complete CEUs required to maintain certification.

**If Interested:**

For a full description of the job responsibilities and qualifications, or to apply for this position, please visit <https://www.kaiserpermanentejobs.org/> and use Keyword 826598.

If you have any questions about the position, please email Cathy Chou, Director of Research Operations, at [cathy.chou@kp.org](mailto:cathy.chou@kp.org) or Melissa Nelson, Manager of Administrative Services, at [melissa.l.nelson@kp.org](mailto:melissa.l.nelson@kp.org).

DOR is an Equal Employment Opportunity/Affirmative Action employer and strongly encourages women and applicants of color to apply.