JOB LISTING

P.O. Box 86228, Los Angeles CA 90086
Phone: (323) 342-7120   FAX: (323) 342-7127   email: jobs@doheny.org
Equal Opportunity Employer
August 17th, 2017

MANAGEMENT

No open positions at this time.

ADMINISTRATIVE/SECRETARIAL/OTHER

No open positions at this time.

RESEARCH

OCULAR DISEASE EVALUATOR I

Doheny Image Reading Center (DIRC) – Non-Exempt - $15.50 - $22.00/hour

Full-time. Serves as Junior Grader on DIRC projects. Evaluates digital ophthalmic images on a computer screen and identifies/characterizes ophthalmic features and pathologies in support of medical research activities. Successfully completes DIRC’s Grader Training program. Understands and adheres to all Standard Operating Procedures and protocols in the performance of job duties. Contributes to quality improvement efforts by substantially assisting with revisions to grading and imaging protocols as assigned. High school or GED required. Bachelor’s degree strongly preferred; college level math and basic science preferred. Two – three years of progressively responsible work experience, preferable in research or medical setting. Knowledge of clinical trials helpful.

OCULAR DISEASE EVALUATOR II

Doheny Image Reading Center (DIRC) – Non-Exempt - $2256. - $23.59/hour

Full-time. Serves as Ocular Disease Evaluator on DIRC projects. Evaluating digital ophthalmic images on a computer screen and identifies/characterizes ophthalmic features and pathologies in support of medical research activities. Maintains DIRC certification in one or more Disease Section of DIRC’s Evaluator Training program. Understands and adheres to all Standard Operating Procedures and protocols in the performance of job duties. Contributes to quality improvement efforts by substantially assisting with revisions to grading and imaging protocols as assigned. High school or GED required. Bachelor’s degree strongly preferred; college level math and basic science preferred. Two – three years of progressively responsible work experience in research or medical setting.

IMAGING SPECIALIST I

Doheny Image Reading Center (DIRC) – Non-Exempt 6 - $15.50 - $22.00/hour

Full-time. Support DIRC clinical study contracts and general operations by providing specialized knowledge in image capture techniques and ophthalmic imaging systems/equipment. Perform a wide variety of support functions requiring specialized knowledge in imaging. Evaluate images from external sources (sites) for review, including images submitted for equipment certification, technician qualification, and study image submissions. Interact directly with sponsor and/or clinical sites to identify and resolve problems related to a site’s imaging. Train and assist other DIRC staff in the imaging and image review procedures for assigned studies. Collaborate closely with the DIRC Project Managers to ensure that the Project Manager’s goals and expectations are met for the imaging aspects of the study. Train and become a source of knowledge to DIRC’s proprietary grading software applications. Remain up-to-date in terms of knowledge and documentation of internal DIRC training, as new training materials are developed and released. High school or GED required. Associate Degree preferred. Past experience in ophthalmic photography and/or clinical trials preferred. Certified Retinal Angiographer (CRA) preferred.

PROJECT MANAGER I

Doheny Image Reading Center (DIRC) - Exempt – $60,000 - $65,000/year

Full-time. Manages clinical studies and serve as direct contact with DIRC’s clients and study auditors. Responsible for study setup, execution and archival (i.e., start-to-finish oversight). Provides ongoing direction to DIRC staff in the performance of study-related tasks, delegates study-related tasks to the appropriate staff, and resolves any problems/issues specific to assigned studies. Forms and maintains favorable working relationships with DIRC clients, and serves as the principal point of contact for sponsors/clients on assigned studies. Performs a variety of supervisory functions for DIRC staff under the general supervision of the Operations & Quality Manager. Bachelor’s degree required with 5 years project management experience, preferable in research or medical setting. Three years of progressively responsible work experience, preferable in research or medical setting. Management and/or project management experience in associated field. Knowledge of clinical trials helpful. Successful completion of internal management training program. Knowledge of project management software applications helpful.

Determination of salary based on job experience, educational level, and technical skills. Physical requirement for above positions available from the Human Resources Department. The Doheny Eye Institute does not discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin or age.
JOB LISTING

Doheny Image Reading Center (DIRC)

Full-time.

QUALITY CONTROL COORDINATOR I

Doheny Image Reading Center (DIRC) – Non-Exempt – $19.49 - $20.50/hour

Full-time. Follows and maintains current knowledge of departmental policies and procedures, specifically focused on the Doheny Image Reading Center’s (DIRC) Standard Operating Procedures (SOPs). Perform QC review of source documents for completeness, consistency, and adherence to DIRC documentation policies. Under the general supervision of the Quality & Regulatory Compliance Officer and/or QA Specialist, schedule, coordinate and perform audits of DIRC study files, personnel training records, and other documentation to ensure their accuracy and completeness; identify / make recommendations for corrective and preventive actions; generate audit reports; work with the QA Specialist and/or project managers to complete / close action items. HS diploma/GED required with completed college business courses. AA or BA degree preferred. Experience working in a clinical research environment preferred. Above average accuracy and attention to detail; ability to review a high volume of source documents and locate errors/omissions ranging from minor to significant. Excellent and accurate typing/word-processing skills at 50 wpm. Excellent written and verbal communication skills and demonstrated ability to effectively and professionally communicate at all levels, including communicating deficiencies/errors and correct procedures.

RESEARCH ASSOCIATE (Post-doctoral)

Research – Exempt 0 – $38,000 - $45,000/year

Full-time. Design and conduct experiments (biological, immunological, molecular biological) per established research laboratory and experiment protocols. M.D. or Ph.D. required in biological sciences. Ph.D. preferred. Minimum five (5) to seven (7) years related laboratory work experience required.

RESEARCH GRADING SPECIALIST I

Doheny Image Reading Center (DIRC) – Non-Exempt – $20.51 - $21.54/hour

Full-time. Serves as Junior Grader on DIRRL projects. Evaluates digital ophthalmic images on a computer screen and identifies/characterizes ophthalmic features and pathologies in support of medical research activities. Successfully completes DIRC and DIRRL’s Grader Training program. Understands and adheres to all Standard Operating Procedures and protocols in the performance of job duties. Contributes to quality improvement efforts by substantially assisting with revisions to grading and imaging protocols as assigned. Also performs miscellaneous tasks in support of DIRRL studies and operations. This position requires very strong attention to detail and the ability to follow through on a large number of details on an ongoing basis. It also requires excellent organizational and time-management skills, and ability to perform visually-intensive work on a computer monitor for long stretches. A scientific/medical background is also preferred, even though specific ophthalmic experience is not required. HS diploma/GED required, Bachelor’s degree preferred.

RESEARCH FELLOW (Post-doctoral)

Retina – Exempt 0 – $33,280 - $40,000/year

Full-time. Support research/laboratory activities conducted at Doheny research laboratory. Provides general laboratory assistance to support research activities. Conducts research experiments in accordance with laboratory and safety protocols. Performs assignments that are non-routine and vary in complexity with general direction. Compiles data and computes results for a variety of research procedures, tests and techniques. M.D. or Ph.D. required with 3-5 years research experience in related field or specialty.

STUDY COORDINATOR I

Doheny Image Reading Center (DIRC) – Non-Exempt- $15.50 - $22.00/hour

Full-time. Provide broad range of study support to the DIRC. This position requires very strong attention to detail and the ability to follow through on a large number of details on an ongoing basis. Like the SC-I, the SC-II position is primarily responsible for receiving and verifying image materials received at the DIRC, creating and maintaining detailed study documentation, and serving as a primary point of contact between the DIRC and clinical investigator sites. However the SC-II is expected to function at a higher level than the SC-I, by virtue of one or more of the following: (1) possessing a more in-depth knowledge of DIRC’s protocols and/or processes, (2) having more relevant experience and/or education directly applicable to the job functions. This position also provides a wide variety of study support and assists the operations manager on special projects of a more complex nature than those typically undertaken by the SC-I. High school diploma required. Bachelor’s degree preferred with two-to-three months experience, 1-2 years in the administration or coordination of clinical research. Prior supervisory experience highly preferred, above-average writing and editing skills, high level of proficiency in Microsoft Word, minimum or intermediate proficiency in Excel and Outlook. Critical thinking and above average organizational skills.

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years' of progressively responsible work experience in an office environment, preferably in a research or laboratory environment. Proficient in the use of Microsoft Word, Excel, and Outlook. Strong organizational skills and strong attention to detail.

STUDY INVESTIGATOR  Doheny Image Reading Center (DIRC) – Exempt - $80,000-$100,000/year

Full-time. The study investigator position can only be filled by a MD who has attained senior grader status at the DIRC. The designated individual must have sufficient availability to carry out the duties of the position. Must have a good understanding of imaging systems and the technical and non-technical issues connected with ophthalmic imaging. Assume responsibility for medical/scientific oversight for assigned DIRC studies, assist Sponsors with the development of study protocols and grading plans, assist study staff in the development/revision of grading protocols, imaging protocols, and other technical materials, assist in the training of clinical site investigators (as needed), participate in the grading process as and serve as final authority for grading decisions on assigned studies; including reviewing cases in situations of grader non-consensus, review 10% of cases received on assigned studies, review 100% of Baseline cases received on assigned studies, and review eligibility appeals from clinical investigators for assigned studies. MD required. One year experience in research. Ability to communicate effectively, both verbally and in writing with practicing physicians, clinical management, and clinical staff. Skill in developing policy and procedure documentation. Knowledge of clinical trials regulations and Standard Operating Procedures (SOP).

FINANCE/DEVELOPMENT/INFORMATION SYSTEMS

No open positions at this time.

FACILITIES MANAGEMENT

No open positions at this time.