DOHENY
EYE INSTITUTE

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
May 17th, 2019

MANAGEMENT

No open positions at this time.

ADMINISTRATIVE/SECRETARIAL/OTHER

No open positions at this time.

RESEARCH

COMPLIANCE MANAGER *Image Reading Center (DIRC) – Exempt 10 - $80,000-$90,000/year*

Full-time. Full Time. The Compliance Manager implements, maintains and continually improves the compliance function at the DIRC. The Compliance Manager provides substantial input and oversight into a variety of projects and processes to insure adherence with all laws, regulations and contractual obligations that apply to the DIRC. Acts as an advisor on custom software development projects and Commercial Off-The-Shelf Software (COTS) to ensure regulatory compliance. Collaborates with Quality Assurance and other departments as advisor on compliance issues for resolution. This position serves as the main interface with sponsor and regulatory auditors/inspectors. 5 years of progressive management experience. Bachelor's degree required. Professional training in Clinical Trial Operations; FDA Regulations and ICH/GCP Guidelines for clinical research preferred. Certified Regulatory Compliance Manager (CRCM) preferred. CCRP or similar clinical research certification beneficial. 5 years of progressive management experience. Prior supervisory experience preferred. Strong familiarity with CFR Title 21, ICH GCP, and GDPR. 5+ years developing and implementing compliance programs in a laboratory or healthcare environment. Minimum of 4 years of progressively responsible professional experience required. Experience in multi-center clinical trials required. Familiarity with process and quality improvement principles (e.g. Six Sigma) preferred. 5+ years working in a clinical research environment.

OCULAR DISEASE MANAGER *Doheny Image Reading Center (DIRC) –-Exempt 10 - $50,000 - $65,000/year*

Full-time. Provides a broad range of support to the DIRC ADO including staffing oversight, resourcing, and deadline management. Oversees and provide day-to-day instruction and guidance to Ocular Disease Evaluators and OD Coordinators. Supervise Ocular Disease Evaluators and OD Coordinators. Provides daily direction, communication, training, and oversight to the team of Grading Specialist to ensure efficient productivity. Integral part of the recruitment process. Train new personnel, counsel staff and take appropriate disciplinary action for infractions of policy and procedures. Learns, understands and consistently follows DIRC grading protocols. Adheres to the DIRC SOPs in the process of grading, routing of cases, and adjudication. Monitors DIRC grading workflow to ensure adequate productivity and timely completion of cases. Notifies project manager(s) of delays or problems which may affect turnaround times or deadlines. Oversees ODE training, and ODE training program development/enhancement. Coordinates or delegates the coordination of, the DIRC ODEs meeting. Bachelor's degree required. Combined education and experience may be used as substitute for minimum education. Five years of administrative and/or project management experience preferred. 1-2 years' experience in the administration or coordination of clinical research. Prior supervisory experience preferred. 3-5 years of ophthalmic reading center experience. High level of proficiency in Microsoft Word; minimum of intermediate proficiency for Excel, Outlook. Superb critical thinking skills.

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OCULAR DISEASE EVALUATOR I *Doheny Image Reading Center (DIRC) – Non-Exempt - $39,000-$42,000/year*

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.

PROGRAM MANAGER *Ryan Initiative for Macular Research (RIMR) $25,000 - $35,000/year*

Part-time. Coordinates one or more of the organization's programs or projects. Coordinates program/project activities, handling inquiries, organizing meetings, and developing materials. Tracks relevant issues and compiles reports. Directs all efforts to ensuring the program/project meets its stated objectives. Serves as liaison between Doheny Eye Institute and external organizations and individuals. May assist senior staff in the development of programs and projects, including developing proposals and raising funds. Bachelor's degree in a related field, required. Advanced degree in a related field, preferred. Combined education and experience may be used as a substitute for bachelor's degree. In this case, a minimum of 3 years of experience is required. Minimum 3 years of related professional experience. Demonstrate the ability to communicate effectively and professionally with faculty, staff and customers. Ability to work independently and be self-motivated. Experience using technology to store and quickly retrieve data. Experience with database programs and Adobe Acrobat preferred. Ability to interface well with all departments within the organization and outside vendors to represent Doheny in a highly professional manner. Possess good working knowledge of computer hardware and software. Advanced skills with MS Office products including Word, Excel, and Outlook. Demonstrated ability to handle multiple tasks simultaneously, plus assess and shift priorities effectively; exceptional organizational skills required to ensure quick and immediate retrieval of information (files, records, email, correspondence, etc.,) as requested; ability to meet designated deadlines is also a critical qualification. Ability to assess situations, use good judgment and determine appropriate action.

QUALITY ASSURANCE MANAGER *Doheny Image Reading Center (DIRC) – Non-Exempt 10 - $80,000 - $90,000/year*

Full-time. The primary goals of the Quality Assurance (QA) function at the DIRC is to work hand-in-hand with the Compliance department to ensure the highest quality output for the center while maintaining compliance with all laws, regulations and contractual obligations that apply to the DIRC, and especially the FDA regulations contained in Title 21 part 11 and ICH GCP. Where the Compliance department's primary function is to ensure compliance with applicable laws, regulations and contractual obligations, the QA department exists to follow excellent service and manufacturing principles in the spirit of Deming's, "Plan, Do, Check and Act:" The QA Manager's job is to implement the Quality Assurance function at the DIRC. Additionally, this position is responsible for ensuring that appropriate velocity can be maintained to meet client needs, exceptional quality is in place and regulatory compliance is met. Directly supervises all assigned subordinate staff. Performs all personnel management functions for the Quality Assurance department (including but not limited to): hiring, scheduling, timesheet review, training, and orientation. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees, as required. Develop and oversee a continual monitoring program, feedback loop and process improvement. Implementation of internal quality audit programs. Bachelor's degree required. Professional training in Clinical Trial Operations; FDA Regulations and ICH/GCP Guidelines for clinical. ASQ (CQA) – Certified Quality Auditor Certification Preferred. Five (5) years quality assurance experience. Two (2) years previous supervisory experience. Two (2) years experience in the administration or coordination of a quality assurance program in clinical research. Ophthalmology related work experience preferred. Understanding of ophthalmology research and/or imaging technologies. Experience with Project Management Tools (e.g. MS Project).

QUALITY ASSURANCE SPECIALIST *Doheny Image Reading Center (DIRC) – Non-Exempt 6 - $45,000 - $55,000/year*

Full-time. In collaboration with the Quality Assurance Manager, develops, improves and implements all aspects of the DIRC quality assurance program. Works independently to substantially contribute to, improve, oversee, and implement quality initiatives within the DIRC. Develops and

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conducts quality related training programs. Contributes substantially to process and software validations. Coordinates and manages the NC and CAPA process within the DIRC. Develops and maintains NC and CAPA tracking database for following through on corrective/preventive actions. Determines appropriate corrective actions to remediate the effects of deficiencies. Determines appropriate preventive actions to minimize the risk of future occurrences. Follows up with necessary staff to ensure that NC and CAPAs are followed through and closed out. Generates status reports from tracking database; provides updates to management. Provides support of, and input into, the validation of systems and processes used in the grading process. Identifies systems/processes requiring validation and reviews protocols. Works with the Quality Assurance Manager to prioritize quality improvement initiatives within the DIRC. Works with team members from various functional areas to establish / enhance systems, tools, training, documentation, and other vital elements supporting DIRC's operations. Bachelor's Degree required. 3-5 years' experience working in a clinical research setting preferred or equivalent. 1-2 years' experience of QA or equivalent preferred. Experience with Lean and Six Sigma preferred. Auditing experience or Certified Quality Auditor preferred.

RESEARCH ASSOCIATE (Post-doctoral) *Research – Exempt 0 -- $42,000 - $60,000/year*

Full-time. Collaborate with principal investigator and other researchers to plan, design, and conduct highly technical and complex research projects. Analyze research data and provide interpretations. Contributes to the development of research documentation for publications. Supervise doctoral students, medical students and postdoctoral fellows and employees engaged in laboratory technical services on a regular project basis. Plan and conduct highly technical and complex research projects, procedures, and analyses under the supervision of principal investigator. Assist principal investigator and postdoctoral associate of the laboratory in the supervision of doctoral students and medical students in procedures, techniques, and use of equipment as needed. Arrange and evaluate research data. Maintain accurate records. Prepare technical reports and papers. Collaborate with principal investigator and other research personnel to plan and design experiment. Advise on methods for improving experiment results. Review progress and discuss with principal investigators. PhD in science required. Minimum of 2-5 year related research tech.

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.

SENIOR RESEARCH ASSOCIATE *Research – Exempt 00 -- $47,476 - $75,000/year*

Full-time. Collaborate with principal investigators and other researchers to plan, design and conduct highly technical and complex research projects. Analyze research data and provide interpretations. Contributes to the development of research documentation for publications. Supervise doctoral students, medical students and postdoctoral fellows and employees engaged in laboratory technical services on a regular project basis. Plan and conduct highly technical and complex research projects, procedures and analyzes under the supervision of principal investigator. Assist principal investigator and postdoctoral associate of the laboratory in the supervision of doctoral students and medical students in procedures, techniques and use of equipment as needed. Arrange and evaluate research data. Maintain accurate records. Prepare technical reports and papers. Operate and maintain sophisticated laboratory/scientific equipment. Collaborate with principal investigator and other research personnel to plan and design experiment. Advise on methods for improving experiment results. Review progress and discuss with principal investigators. MD or PhD in Science required. Combined education and experience may be used as substitute for minimum education. In this case, a minimum of Master's degree in related field and 10+ years related work experience. Minimum progressive 8 - 10 years of related research experience.

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FINANCE/DEVELOPMENT/INFORMATION SYSTEMS

No open positions at this time.

FACILITIES MANAGEMENT

No open positions at this time.

INTEGRATED TECHNOLOGY SERVICES

No open positions at this time.