

**Servant Leadership Summer Internship Placement Site  
Job Description Information Sheet  
Summer 2009**

**Organization Name:** Piedmont Hospital

Address: 1968 Peachtree Rd. NW  
Atlanta, GA 30309

Mailing Address (if different): Piedmont Hospital  
Institutional Review Board (IRB)  
1968 Peachtree Rd. NW  
Atlanta, GA 30309

Phone: 404.605.3638  
Fax: 678.244.8132  
Web site: [www.piedmont.org](http://www.piedmont.org)

Internship Supervisor: Jeffrey Rollins  
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Organization's Mission Statement:  
Piedmont Hospital's Mission Statement:

**Vision:**

Piedmont Healthcare, a growing community of excellence dedicated to providing you the best patient care and services.

**Mission:**

Healthcare marked by compassion and sustainable excellence in a progressive environment, guided by physicians, delivered by exceptional professionals, and inspired by the communities we serve.

**Values:**

- **Compassion:** Caring for every person every day with dignity and respect.
- **Commitment:** Dedicating ourselves to improving the lives of others.
- **Service:** Providing a safe and supportive environment to ask, learn and heal.
- **Excellence:** Leading in quality through expertise, innovation and technology.

- **Balance:** Using resources efficiently and effectively.

Piedmont Hospital IRB's Mission Statement:

The Piedmont Hospital IRB is established under the authority of the Belmont Report and Common Rule for the purpose of protecting the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of Piedmont Healthcare. In addition, the IRB will review all clinical investigations that support applications for research or marketing permits for products regulated by the FDA, including drugs for human use, medical devices for human use, biological products for human use and electronic products.

**Summary of organization's primary programs and services:**

Piedmont Hospital is a private, not-for-profit acute-care tertiary facility offering most major medical, surgical and diagnostic services. The facility has 481 beds, all private rooms, 3,000 employees and a medical staff of more than 800 board-certified, experienced physicians.

The Piedmont Hospital Institutional Review Board (IRB) reviews all hospital based research requiring IRB review, primarily in the fields of cardiology, oncology, organ transplant, endocrinology, nursing, and radiology. The IRB meets monthly on the second Tuesday at 5pm.

The IRB is responsible for ensuring that the basic ethical principles of autonomy, beneficence, and justice, as well as federal regulations, state laws, and institutional policies governing the protection of research participants are applied to research activities.

Intern's title: IRB Intern

**Internship project/job description:**

**Learning Objectives:**

1. To become familiar with the different types of reviews that IRBs perform and the ethical questions that arise in a community hospital conducting human subjects research.
2. To develop research and presentation skills in health care ethics and research ethics.
3. To observe the operations of a community hospital IRB in order to understand how the IRB interacts and integrates with the organization as a whole.
4. To reflect on the difference between abstract, theoretical discussions of health care and research ethics and their concrete, specific embodiment in the lives of patients, families, and professional staff.

**ESSENTIAL FUNCTIONS:**

1. Responding to Institutional Review Board (IRB) requests from the IRB chair, IRB Manager, IRB Coordinator, and members
2. Reviewing and assisting in the review and preparation of submissions to the IRB

3. Completing various administrative duties associated with IRB activities, e.g. policy review, preparation of meeting materials, etc.
4. Attending and participating in the IRB meetings, when scheduling permits
5. Internship project: Prepare and present an educational presentation to the IRB committee at the completion of the internship placement

Qualifications:

1. Graduate of an accredited high school
2. Currently enrolled in a college program with an emphasis in ethics training
3. Customer service skills a plus
4. Computer literate, particularly in MS Office
5. Ability to work effectively with others
6. Possesses tact, discretion and diplomacy
7. Able to follow instructions accurately and in a timely manner
8. Ability to work with people from a variety of educational and cultural backgrounds

Preferred work days/hours: Flexible – the IRB is open from 8am to 5pm M-F. The IRB can accommodate the intern's school/personal schedule. Some work can be done from home.

Will the internship require that the student have a car? No

Is placement site accessible by public transit or other transportation options?  
Piedmont Hospital is accessible by MARTA via bus. A bus stop is located in front of the hospital. A bus can be picked up at the Lenox or Arts Center rail stations.