



MULTNOMAH COUNTY OREGON - LIBRARY

Citizen Advisory Boards & Commissions Interest Form

The purpose of this form is to obtain information to use in making appointments to Multnomah County Citizen Advisory Boards and Commissions, ad hoc committees, task forces, etc. If you have a resume, please attach it to this form. **Please note that, with the exception of the confidential section, information provided in this document is public information.** Thank you for your interest in participating in County government.

Name: Sola Whitehead

Address: 3942 SE 29th Ave

City: Portland

State: OR

Zip: 97202

Daytime Phone: (503) 998-6038 (cell)

Email Address: solawhitehead@mac.com

Are you a resident of Multnomah County? Yes: X No:

Occupation: Grants Program Administrative Specialist

Please check board/commission of interest:

- | | |
|--|--|
| <input type="checkbox"/> Affordable Housing Review Committee | <input type="checkbox"/> Emergency Medical Services Advisory Board |
| <input type="checkbox"/> Agricultural Board of Review | <input type="checkbox"/> Food Service Advisory Board |
| <input type="checkbox"/> Animal Control Advisory Committee | <input type="checkbox"/> Greenspaces Review Committee |
| <input type="checkbox"/> Audit Committee | <input type="checkbox"/> Housing & Community Development Commission |
| <input type="checkbox"/> Board of Property Tax Appeals | <input type="checkbox"/> Investment Advisory Board |
| <input type="checkbox"/> City/County Sustainable Development Commission | <input type="checkbox"/> Joint Bicycle & Pedestrian Citizen Advisory Committee |
| <input type="checkbox"/> Citizen Budget Advisory Committees | <input checked="" type="checkbox"/> Library Advisory Board |
| <input type="checkbox"/> Citizen Involvement Committee | <input type="checkbox"/> Merit System Civil Service Council |
| <input type="checkbox"/> Commission on Children, Families & Community | <input type="checkbox"/> Mt. Hood Cable Regulatory Commission |
| <input type="checkbox"/> Community Health Council | <input type="checkbox"/> Multnomah County Planning Commission |
| <input type="checkbox"/> Contract Compliance & Rate Regulation Committee | <input type="checkbox"/> Regional Arts & Culture Council |
| <input type="checkbox"/> Elders in Action Commission | |

Please list employment and volunteer activities that may relate to your service on boards/commissions.

| Dates (from/to) | Employment/Volunteer Activity |
|-----------------|---|
| 1/99-Present | Administrative Assistant/Grants Program Specialist |
| 6/05-6/07 | Board Member, Creston-Kenilworth Neighborhood Association |
| 11/98 | Research Associate/Research Into Action |

Sola M. Whitehead

3942 SE 29th Ave
Portland, OR 97202
(971) 242-1100 – home
(503) 998-6038 - cell

Education: Bachelor of Arts Degree - *Cum Laude, Phi Beta Kappa* – received May 1997
Dual Major: Psychology and German Studies
Scripps College, Claremont, CA 91711 – attended August 1993 – May 1997

Certifications: Certified IRB Professional, October 2001, Awarded by the Council for Certification of IRB Professionals – renewed March 2005

Experience:

Grants Program Specialist – February 2003 - May 2005 & January 2007 – Present

Research Compliance Officer – May 2005 to September 2006

Portland VA Medical Center (PVAMC)

Research & Development Office

Supervisor: H.G. “Archie” Bower, Ph.D., Administrative Officer – (503) 402-2900

- First line contact for Human Subjects Research-related questions and concerns
- Provide guidance and support to achieve accreditation by the Association for the Accreditation of Human Research Protection Programs, Inc.
- Develop and maintain new procedures to assure compliance with all federal requirements for Institutional Review Boards (IRB) and adjust these procedures as requirements change
- Supervise the activity of the Veterans Integrated Service Network (VISN) 20 IRB, which is an IRB for small VA facilities in the Northwest. This duty includes development and maintenance of standard operating procedures that meet accreditation criteria, and development of communication mechanisms for six geographically distant locations
- Maintain the Federalwide Assurance (FWA) for the Portland VA Medical Center. Serve as the Human Protections Administrator named on the FWA
- Responsible for management of the electronic medical flag system, including activation, maintenance and finalization of each flagged study. The system is designed to notify medical care providers that a patient is enrolled in an invasive research study
- Presented at a national VA conference for IRB Chairs regarding the development of a multi-site IRB.
- Spoke on “The Consideration of Risks and Benefits at the Initial Review” at the March 2006 VA Human Research Protection Program (HRPP) 101 Course arranged by the VA Center on Advice & Compliance Help
- As compliance officer, created and maintained standard operating procedures and other policies for the IRB and the Human Research Protections Program
- Conducted training of new IRB members and orientation for new research coordinators while in compliance officer role
- Serve as the primary point person for scientists, physicians and study coordinators to contact with concerns regarding informed consent forms, IRB compliance, and other human research related issues
- Represent the Research Service on the Preventive Ethics Committee

Administrative Assistant/IRB Coordinator – October 1999 to February 2003

Portland VA Research Foundation

Supervisor: Beverly Jefferson, AO – (503) 402-2900

- Provided administrative support for the Portland VAMC IRB, including meeting and file management, generation of clear and concise communication, and ensure follow-up of open items.
- Served as a liaison between the scientists, the IRB and the Research & Development Committee

- Invited to be a team member of the Office of Research Compliance and Assurance (ORCA) Systematic Post-Accreditation Review (SPAR) to evaluate a medical center which did not receive accreditation from the National Committee for Quality Assurance.
- Served as the primary point person for scientists, physicians and study coordinators to contact with concerns regarding informed consent forms, inclusion of the informed consent form in the patient's electronic medical record, and revisions of informed consent forms
- Worked independently to compile, evaluate and synthesize information needed for reports solicited by VA Headquarters
- Served as primary contact for the process of submitting VA Merit Review applications (for VA funding), including completion of forms, database entry, electronic transmission of material, appropriate letters of support and approval, and photocopying
- Invited attendee at "Making Informed Consent Meaningful: A State of Art Conference" offered by Research & Development, VA Central Office (March 2001)

Administrative Assistant – January 1999 to October 1999

Portland VA Research Foundation

Supervisor: Beverly Jefferson, AO – (503) 402-2900

- Oriented new employees to Research Service practices and policies
- Administrative support for the Subcommittee on Research Safety, including follow up on open items, assured compliance of local and federal safety regulations and maintenance of committee agendas and minutes
- Organized and scheduled federally mandated annual safety training for all Research Service personnel
- Developed and maintained current employee database listing keys and personal information for each employee
- Assisted VA scientists in submitted grants and followed-up on missing necessary paperwork
- Assisted in the process of copying and submitting VA Merit Review applications, assuring compliance with all copying requirements
- Communicated with personnel and scientists in order to assure completion of time sensitive materials and quality assurance forms
- Distributed keys to (300+) Research Personnel
- Assisted in the activation of a new research facility – this included assuming responsibility for security, delivery of equipment, furniture, supplies and mail to the correct location and education of staff on new information during completion of the building
- Maintained security system, including distribution and tracking of security keys
- Responsible for distribution and delivery of mail, including FedEx shipping and tracking
- Responsible for correspondence, telephones and scheduling of conference rooms.
- Transcribed work from both voice recordings and written material
- Maintained the calendars of the Associate Chief of Staff and the Administrative Officer, Research & Development

Research Assistant - November '98

Research Into Action

Supervisor: Jane Peters - Owner (503) 287-9136.

- Conducted telephone survey of public utilities commissioners and utilities managers to assess the effectiveness of initiatives by the Northwest Energy Alliance
- Corrected contact list provided for survey
- Compiled, analyzed and reported results in spreadsheet and percentage format allowing recommendations to be generated.

Volunteer Activities

- Creston-Kenilworth Neighborhood Association Board Member, June 2005 – June 2007 (Secretary 6/06-6/07)

Languages: Fluent: German