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# Example of Assistant, Clinical Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assistant, clinical. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant, clinical

* Utilizes scheduling system to set up initial appointments and return appointments ensuring accuracy
* Accurately arranges and coordinates meetings, scheduling patients
* Registers patients by obtaining the necessary information and accurately enters it into the computer system
* Complete, audit and correct CRFs to sponsor
* Supports constant evaluation of global case resolution vs
* Participate in curriculum development, implementation, and evaluation of the educational program
* Participate in Program, School, College, and University committees and activities
* Maintain clinical expertise for teaching nursing
* Maintain a professional appearance on campus and in the clinical area
* Assists physicians with various procedures, takes vital signs, relays instructions to patients and or families

## Qualifications for assistant, clinical

* Ability to demonstrate knowledge of quality improvement and clinical care processes
* Must have current Medical Assistant and CPR certifications
* High School Diploma (or equivalent) with 1 year clinical trial experience
* University degree in life sciences preferred
* Additional experience may substitute on a one to one basis for education
* 0-2 years medical office experience, oncology and/or clinical research