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# Example of Assistant, Clinical Job Description

Our company is searching for experienced candidates for the position of assistant, clinical. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant, clinical

* Assists clinical staff in collecting samples from lines or catheters
* Coordinates timed, routine, and STAT draws to prevent multiple sticks to the patient and to prevent excessive blood volume draws
* Prioritizes workload to collect STAT, ASAP, and timed labs in timely manner
* Type and file regulatory documents, including informed consent forms for submission to regulatory agencies
* Obtain screening information via phone, on-line
* Assist in preparation of the collection of human biologic samples, assist with collection and preliminary preparation
* Be familiar with the CAATE accreditation process and ability to assist with CAATE requirements
* Be able to contribute to the ongoing development and enhancement of the program
* Assist with programmatic requirements such as assessment, mentorship, and pre-season orientation
* Preparation of IRB applications

## Qualifications for assistant, clinical

* Demonstrates superior phone communication skills
* Completion of an accredited Phlebotomy training program & successful completion of a phlebotomy externship of at least 80 hours w/in a four week period w/in the last year
* Minimum of three (3) months job-related experience required
* Health care and customer service experience required
* BLS Certification within three months of employment and continue to maintain as required
* Allergy/immunology/rheumatology experience preferred