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# Example of Associate Clinical Job Description

Our growing company is looking for an associate 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 associate clinical

* Perform accurate maintenance of CMS
* Provide accurate updates on all outstanding contractual documents to Management on a weekly basis or as otherwise required
* Screen patients for enrollment
* Lead or supports short, dedicated projects focused on key value drivers or market opportunities, applying a consultative, hypothesis-driven approach (e.g., a “deep dive”)
* Work with clinical and operations leaders and executive leaders to scope pilot projects, develop metrics to measure pilot success, and facilitate and scale pilot projects quickly
* Research and analyze opportunities for care redesign projects or new clinical products and coordinate with clinical leaders and operators in a consultative fashion on design and execution
* Analyze clinical program performance metrics to identify insights and strategic recommendations to improve existing clinical programs and improve operations
* Contribute to long-term strategies for growth, including innovation within our services model and new product development to enhance the impact of our clinical services
* Coordinate with clinical stakeholders on quality improvement, process improvement, or innovation projects, as needed
* Perform other duties as assigned by the Chief Clinical Officer or supervisor

## Qualifications for associate clinical

* At least 2 years of relevant experience in the biotechnology/pharmaceutical industry, with 1 year minimum in clinical document management
* Proficient in Microsoft Office Applications, such as Word, Excel, Access, PowerPoint
* Decide the technology platform (system/database) for data acquisition and aggregation
* Clinical knowledge and an ability to liaise effectively with study team members
* Technical knowledge to develop requirements and/or study/project deliverables
* 1-3 year's experience in similar/relevant field (eg.Sponsor, CRO, Clincal trial Vendor, Clincal Coordinator)