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# Example of Clinical Coord Job Description

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

## Responsibilities for clinical coord

* Serve as the liaison for research participants, investigators, and healthcare professionals
* Screen, recruit and obtain consent from study participants
* Serves as member of Addiction Psychiatry Service Management Team and other committees as required.Co-Chairs or Chairs APS staff meetings as assigned by the APS Director
* Reviews APS budget, plans expenditures, and develops budget for new program components in collaboration with the Ambulatory Administrator.Works with Ambulatory Administrator to plan and implement projects requiring analytical reporting, such as monthly OASAS patient reports and yearly OASAS Workscope reports
* Develops productivity expectations and monitors productivity reports for all APS staff.In conjunction with the Department of Psychiatry's billing manager, monitors accuracy of all APS billing activities
* Ensures compliance with applicable OASAS regulations and certification, including provision of services, content of services, documentation content and timeliness, and development of new programming
* Ensures environmental safety of all patient care areas staff working areas
* Questions and evaluates practice and evidence through research utilization and experiential learning
* Assists in hiring qualified personnel according to Parkland’s mission, vision and values
* Maintain IRB documentation and compliance

## Qualifications for clinical coord

* Master’s in preferred
* Ability to follow guidelines, instructions, work independently
* Basic computer skills required, including MS Office
* Required - 3+ years of experience as a Pharmacy Technician
* Preferred - Experience pulling data and creating reports
* Manage a cross-institutional, multi-assessment research protocol