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# Example of Clinical Coordinator Job Description

Our company is looking for a clinical coordinator. 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 clinical coordinator

* Oversee, monitor, and collect, data related to the facility and department's quality and satisfaction measures
* Identify patients for clinical trial enrollment
* Consent patients
* Collect/process blood, tissue samples including centrifuging samples for storage at -80°
* Collect/analyze clinical data
* Provide clinical followup in the inpatient and outpatient settings
* Screening electronic medical records to identify eligible study participants
* Screens potential patients for protocol eligibility and presents trial concepts and details to patients
* Participates in the informed consent process and enrolls patients on protocol
* Works directly with other research bases and/or sponsors

## Qualifications for clinical coordinator

* 3 -5 years working experience in international pharmaceutical logistics management and/or supply chain expertise
* Supports the Director of Quality and Care Management for the Annual Audit for delegated functions
* Of health plan
* Graduate of an accredited school of nursing and is currently licensed as a Registered Nurse in the state of Wisconsin
* At least two (2) years of experience in nursing long-term care
* Extensive knowledge of clinical pharmacy, and clinical pharmacy management