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# Example of Clinical Coordinator Job Description

Our company is hiring 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

* Responsible for the development and continual update in conjunction with the medical staff, of the hospital formulary
* At least 5 years' experience as a clinical pharmacist in a hospital setting
* Provide consistent, regular, punctual attendance
* Review medical records, screen patients for eligibility, discuss protocol with patients
* Schedule study visits and tests
* Follow patients in the study according to protocol, monitor side effects, review test results
* Enter data into case record forms (hard copy or electronic)
* Reconcile research billing, payment, invoices, work with department grant managers and CTSU administrative team on study feasibility, use of clinical trial management system, regulatory and finance issues
* Communicate with study sponsor, IRB, investigational pharmacy, patients, referring doctors, and Michigan team
* Assumes responsibility for the quality of nursing care within patient care services on an eight-hour basis

## Qualifications for clinical coordinator

* Phlebotomy certificate (or willingness to learn)
* Familiarity with handling clinical samples (or willingness to learn)
* High school graduation or General Education Diploma and six months to one year of related work experience
* College graduate with a Bachelor’s degree, majoring in the biological sciences, and with the associated hands-on laboratory experience (for example, Chemistry lab, Organic Chemistry lab, Biology lab)
* Experience with translational research trials, statistics and/or data management
* Knowledgeable in phlebotomy issues, including working knowledge of tubes and procedures required for blood draw of clinical laboratory tests, and sample processing for T-cell assays, flow cytometry, and other research assays