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# Example of Clinical Data Associate Job Description

Our company is growing rapidly and is hiring for a clinical data associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinical data associate

* Assist the study chair and statistician with the preparation of the database for analysis
* Perform comprehensive quality control procedures on own work review the work of others when required
* In addition they will be expected to perform data management activities such as Serious Adverse Event and Third Party Vendor reconciliations Data Listing reviews
* Evaluates personnel development and training needs
* Create departmental metric reports and facilitates interpretation of metric information
* Performs internal audits and quality control of data in clinical database database system security and usage
* Reviews data listings for accuracy and consistency of data
* Identifies, resolves, and updates data discrepancies
* Assists in implementing routine clinical research projects and standards
* Communicates and escalates project level issues including processes, timelines, resourcing, performance, and establish appropriate course of action with Senior Management

## Qualifications for clinical data associate

* Participate in the data preparation for the NDA/EMA submission
* Recruit and train high performing data management staff
* Previous NDA/EMA experience is desired
* Good written/ verbal communication skills with a strong command of English language and grammar
* Articulate the flow of data (structure and format) from patient to analysis and apply this knowledge
* To data solutions