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# Example of Clinical Data Coordinator Job Description

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

## Responsibilities for clinical data coordinator

* Maintains study monitor calendar
* Performs scientific data collections, reductions and analyses involving routine procedures characterized by moderate use of independent judgement
* Provide test, header and production data to internal/external stakeholders according to data specifications
* Position and management of systems is complex and errors in judgment would have a serious impact on the organization
* Manages requests for data and provides comprehensive quality management reports including utilization, outcome studies and scorecards
* Conducts data retrieval, aggregation, analysis and reports
* Responsible for working collaboratively with the physician, nurse clinician, pharmacy and laboratory personnel to ensure tests/procedures/specimen collection, are obtained per protocol
* Communication regarding patient data, status and protocol requirements with research staff
* Responsible for all data completion
* Attend study specific training to include but not limited to Study Initiation and Internal Kick-off Meeting

## Qualifications for clinical data coordinator

* Healthcare working experience
* Minimum of 2 years’ experience working with an Electronic Health Record system
* 1 year teaching experience
* Bachelor's Degree in Computer Science, Informatics, Health Sciences, related field, or equivalent with a minimum of two plus years’ experience working in a clinical research environment or, an Associate’s Degree or High School degree with four plus years’ experience working as a Clinical Data Coordinator or in a comparable or closely related clinical research environment, including direct familiarity with data management processes in a clinical research environment
* Experience with the U
* Requires good organizational skills, attentiveness to detail, ability to work under general supervision and the ability to handle multiple projects simultaneously while meeting assigned deadlines