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# Example of Clinical Data Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of clinical data coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clinical data coordinator

* Research and resolve data discrepancies
* Assist with the reconciliation of central laboratory and/or third party vendor data (eCRF, eDiary, specialty laboratory)
* Perform reconciliation of central laboratory and/or third party vendor data (eCRF, eDiary, specialty laboratory)
* Perform aggregate review of clinical data by patient, site, and/or project to identify data trends (patient safety, compliance, ), and/or data inconsistencies that require further investigation
* Potentially serve as a reviewer of project documents such as protocols, CRFs (or eCRFs and eDiary), monitoring conventions, CRF (eCRF) completion guidelines
* Supports CTS to meet industry trial data deadlines
* Obtain source documentation for patients enrolled into clinical trial
* Assist CTS with case report form completion
* Assist CTS with query resolution
* Create and maintain patient visit tracking spreadsheets for CTS

## Qualifications for clinical data coordinator

* Establishes positive, collaborative relationships with MedImmune peers, senior management and external vendors
* Ability to work independently and collaboratively in cross-functional teams
* Bachelor of science degree in nursing, allied health sciences, applied behavioral science, or related subject required
* Bachelor’s degree in a science or health related field plus 2 years of applicable experience preferred
* Ability to exercise independent judgment within generally defined practices and policies
* Prior experience with various computer programs (Microsoft Office