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# Example of Clinical Data Coordinator Job Description

Our company is searching for experienced candidates for the position of clinical data coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinical data coordinator

* Assigned special procedural projects to enhance the functioning of Drug Development Data Operations
* Request and obtain regulatory documents, including informed consent forms, protocols and IRB approval letters, from external collaborators to ensure that all human tissues being studied at JAX have appropriate consent and regulatory approvals and that approval is maintained through the course of the study
* Ensure compliance with regulations and internal and external policies governing data management and data systems, including good clinical practice (GCP), Food and Drug Administration (FDA), and JAX IT Security standard operating procedures (SOPs)
* Prepare IRB submissions for assigned studies using the IRBManager e-submissions system once implemented and via pdf forms in the interim
* Complete case report forms and maintain research records and source documentation per GCP guidelines
* Develop skill in RedCap electronic data capture and database management system and support JAX investigators and staff in adoption of RedCap EDC for data management
* Meet requirements for abstraction put forth by government, accreditation, and insurer requirements
* Identify quality of care concerns and performance improvement opportunities as identified by specific UMMMC indicators
* Reconcile data from multiple sources
* Manage project timelines and quality

## Qualifications for clinical data coordinator

* Ability to relate effectively in person and via telephone and email with physicians, nurses, data managers, medical records and information science departments
* Proficient in Microsoft Office software, including Word, Excel, and Access
* 1 year experience as a Clinical Research Associate/Coordinator, Research Quality Monitor, or in a related area in data management working in a health care setting, preferably in research
* Compile data
* Use word-processing software
* Minimum of two years of combined experience in clinical research, database development and management, RedCap, Medidata RAVE, or other EDC platform or an equivalent combination of education and experience