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# Example of Clinical Research Assistant Job Description

Our company is looking for a clinical research assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinical research assistant

* Assist in protocol development and provide input into descriptions of routine CT research procedures
* Assist with Physiologic Imaging Research Facility development related to administrative duties including billing and scheduling
* Serves as a primary contact for clinical centers in multi-center research studies
* Develop study materials – serving to train imaging sites
* Assure study protocol compliance of CT data receipt by the Imaging Laboratory
* Screen, recruit, and obtain informed consents for clinical trials/studies
* Assist principal investigator to determine subject eligibility
* Schedule trial related procedures and visits
* Assist with subject assessments during study participation
* Assist in budget development and management of resources/supplies for study

## Qualifications for clinical research assistant

* Knowledge of ICH/GCP guidelines required
* MUST be articulate and have excellent communication skills as much of time will be spent on the phone
* Experience with Oncology is preferred but not required
* Experience as a clinical monitor, clinical research coordinator, regulatory document specialist, or data manager is preferred
* Fluent in French, Dutch and in English, both written and verbal
* Contribute to identification of increased cost/inefficient spending and cost containment measures