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# Example of Clinical Research Assistant Job Description

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

## Responsibilities for clinical research assistant

* Collects and records study data
* Drafting informed consents
* Collects and organizes patient data from medical records, physicians
* Provides administrative support for clinic organization and operation for the smaller subspecialty clinics
* Printing and distribution of study questionnaires by mail and/or Fax to patient providers and/or patients and speaking to subject by phone to gather clinical data
* Obtaining informed consent by phone and authorization for release of health information
* Obtain patient data from Social Security Death Master File
* Run queries from electronic database and IT department and follow up queries
* Patient data entry and maintaining research databases
* Facilitate project-related coordination and communications between investigators, IRB office, Biostatistician, or other regulatory office with PI oversight

## Qualifications for clinical research assistant

* Typically 1-2 years of professional work experience, must include clinical research or related experience
* Certification by the American Registry of Radiologic Technologist (ARRT) in diagnostic Radiology
* The ability to learn to efficiently use existing proprietary software
* Certification by the American Registry of Radiologic Technologist (ARRT) in Computed Tomography (CT)
* College degree and one year of relevant experience or an equivalent combination of experience, education, and training
* Manual dexterity and visual acuity necessary for handling and processing specimens for testing, including preparation of specimens, operation of laboratory equipment, microscopic examination