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# Example of Clinical Research Coord Job Description

Our growing company is searching for experienced candidates for the position of clinical research coord. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for clinical research coord

* Prepares materials for patient visits including biopsy, stool, urine and blood sample collection kits
* Provides basic explanation of study and obtains informed consent, or assists the treating MD in obtaining informed consent, from research subjects
* Reviews patient medical records for research purposes
* Prepares/organizes data for analysis
* Assists with study regulatory (IRB) submissions
* The clinical research coordinator will be assigned research subjects for the week
* Develops and implements study participant recruitment strategies
* Files, copies, performs word processing
* Independently judges suitability of research subjects and verifies eligibility per inclusion/exclusion criteria
* Orders supplies, processes checks and sets up meetings

## Qualifications for clinical research coord

* Schedules study appointments and escorts patients during the study visit
* Uses software programs to collect and maintain data
* Obtains patient study data from medical records, physicians, per HIPAA guidelines
* Assists with interviewing study subjects and administering/scoring questionnaires
* Submits required reports and regulatory applications to the IRB and other applicable external agencies (e.g., annual reports, adverse events)
* Writes/revises consent forms