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# Example of Clinical Research Coord Job Description

Our innovative and growing company is looking to fill the role of clinical research coord. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for clinical research coord

* Assisting professional staff with patient treatment processes according to study guidelines such as arranging specific blood draws
* Explain protocol to participants including risks and benefits
* Verify eligibility requirements
* Verify that all pretreatment testing is complete
* Obtain informed consent prior to study entry
* Participate in conference calls and other meetings
* Process annual IRB renewals/amendments & communicate with IRB closely as needed
* Act as billing delegate for Epic system
* Perform lab assays
* General maintenance (ice removal) and organization of nine ultralow freezers

## Qualifications for clinical research coord

* CITI certification in protection of human subjects
* Retrieval of articles relevant to the research project from virtual and physical libraries
* Analysis of structural MRI data with FreeSurfer
* Good technical skills, and comfort with basic scripting
* Works as an effective program team member
* Obtains patient study data from medical records, physicians, , using HIPAA guidelines