Downloaded from <https://www.velvetjobs.com/job-descriptions/clinical-research-coord>

# Example of Clinical Research Coord Job Description

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

## Responsibilities for clinical research coord

* This individual will work independently with minimal supervision
* Work directly with physicians to design, set-up and execute studies
* Work in conjunction with unit managers
* Participate in budget preparation for trials as needed
* Independently manage complex
* Develop, schedule and oversee subject visits and any necessary testing and appointment coverage according to protocol and in accordance with Good Clinical Practice (‘GCP’)
* Act in lead capacity in coordination of unit projects and assist unit managers in overseeing execution of project timelines completion of study related activities delegated to research coordinators/assistants who provide study related support (e.g., regulatory submissions and data entry)
* Interact with a variety of professionals (physicians, investigators, epidemiologists, biostatisticians, medical students, residents, and others.) to implement the study protocol
* Participate in the preparation and distribution of study-related documents from the Coordinating Center
* Manage large datasets in preparation for analysis

## Qualifications for clinical research coord

* Act as the primary liaison for study subjects to communicate about the study
* Assess subject’s health through interviews
* Perform phlebotomy on subjects
* Evaluate medical records and laboratory results for study relevant clinical data
* Maintain subject charts and other data per the protocol and assess data for quality and completeness
* Travel to investigator meetings as site study representative