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# Example of Clinical Support Job Description

Our growing company is hiring for a clinical support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinical support

* Coordinate activities of IT, CAS and outside vendors as required to provide information and tools needed by the team
* Provide the main interface for Clinical Operations with CAS and IT
* For CO procedure variance documentation, write the variance if it applies to Systems
* Develops guidelines to help facilities plan, initiate and manage appropriate career days, open houses, job fairs, new graduate programs and other activities in support of employment/recruitment and retention goals and objectives
* Utilizes knowledge of enterprise-wide social media, sourcing and attraction strategies for key talent populations
* This position partners with stakeholders throughout the organization to ensure key workforce needs are being addressed
* Responsible for accuracy and currency of clinical trial tracking system data by the monitoring of study milestones at each stage of the study
* Assist in the planning, logistics and preparation of local Investigator meetings (travel arrangements
* Input of study and site level data into the Clinical Trial Managment System
* Conduct audits or assist with in-house audits of study file documentation

## Qualifications for clinical support

* Extensive experience in the support of diagnostics, clinical and applied customers required
* Address - daily task boxes of the CAS Support team
* Experience with Electronic Health Records and Practice Management Systems, Interface engine application
* One year experience with I.V
* Three plus years of experience with I.V
* Medical or biology focus strongly preferred