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# Example of Nurse Coordinator Job Description

Our company is searching for experienced candidates for the position of nurse coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for nurse coordinator

* Follow SAE reports until resolution of events
* Partner with DDU Study Operations team to address any SAE report queries
* Generate, review and distribute routine SAE Report (e.g., SAE line listings)
* Participate in Site Initiation Visits (SIV) to conduct SAE Reporting per protocol specifications
* Provide SAE reporting training for study site colleagues
* Perform timely quality checks in SAE tracking data base and Argus
* File completed SAE reports in designated areas
* Work with other study team members, regulatory colleagues, and study site staff to facilitate understanding and adherence to protocol requirements for SAE reporting
* Attend designated meetings, conference calls, and monthly staff meetings as appropriate
* Participate in educational activities and programs when available

## Qualifications for nurse coordinator

* Minimum of three years clinical nursing experience
* Registered Nurse with three to five years of recent (within the last 3 years) acute care experience required
* Needs to be professional knowledgeable, responsible, and accountable to manage patient care over the continuum and to assist in improving quality, cost, and patient/service satisfaction outcomes
* Thorough knowledge and skill in assessing drug side effects, determining medical conditions and performing physical exams
* Ability to make excellent medical decisions based on patients health and available programs are essential
* Excellent teaching and public speaking skills preferred