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# Example of Nurse Coordinator Job Description

Our growing company is hiring for a nurse coordinator. 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 nurse coordinator

* Comply with all applicable Sarah Cannon SOPs and guidelines, Good Clinical Practice (GCP) and ICH regulations and guidelines
* Coordinates and implements the research studies according to the study protocol
* Participates in ongoing patient education
* Maintains protocol regulatory documents in compliance with SOPs
* Actively participates in protocol initiations and study specific educational programs
* Collects tissue specimens from the research subject during medical procedures
* Coordinates and implements quality initiatives relating to the National Hospital Quality Measures
* Interviews and recruits patients for participation in studies and medical school programs
* Explains the program or research study, secures patient permission and coordinates patient scheduling
* Interacts with patients in order to gather information and monitor their condition/progress throughout the study

## Qualifications for nurse coordinator

* Current NYS RN License or NYS NP License required
* Candidate must have 1-3 years prior experience in a leadership position
* Knowledge of Word and Excel is required
* Ability to handle issues that may arise between staff, physicians in a calm and professional manner
* Three to five years clinical experience and case management preferred
* Computer experience with infusion software, electronic medical records (EPIC), and Microsoft Excel and Word