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# Example of Research Coordinator Clinical Research Job Description

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

## Responsibilities for research coordinator clinical research

* Represents the Principal Investigator in departmental audits external audits performed by representatives of the sponsor for each clinical research project
* In collaboration with Clinical Research Administration (CRA), develops a training plan for newly hired Research Assistants (RA) in the department/service
* Assists in budget preparation and negotiation
* Coordinates Phase II thru IV trials from initial sponsor contact for site selection, study preparation and execution to study completion and close-out
* Determines protocol feasibility and some budgetary issues
* Ability to develop processes to facilitate implementation of the research protocol to provide effective and safe medical research to all subjects
* Performs initial and ongoing evaluations of research subjects and implements care directed towards optimal outcomes
* Appropriately and accurately assesses potential subjects for inclusion and exclusion criteria
* Demonstrates knowledge of available studies, screening potential patients for eligibility, guiding physicians and staff in needed timetables for capturing protocol related data points
* Coordinate and sometimes supervise other research personnel

## Qualifications for research coordinator clinical research

* CITI Human Subjects Training required within 30 days of hire
* Up to and including 1 year of experience in Phase 2 - 4 hospital or medical group based clinical trials
* Pharmaceutical studies experience preferred
* Clinical knowledge of major therapeutic areas
* Experience with PI initiated studies
* Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's in a social or health science + 2 years’ experience