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# Example of Research Coordinator Clinical Research Job Description

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

## Responsibilities for research coordinator clinical research

* Responsible for the handling, packaging, and shipping of dangerous goods under supervision and in compliance with State and Federal regulations
* Maintains and enhances professional growth through participation in seminars, professional affiliations, and internal training sessions to keep abreast of trends in the field of research data management
* Manages and ensures completion of study activities per protocol.Collaborating with nursing staff and Principal Investigator (PI) ascertains pretreatment & eligibility requirements
* Manages conduct of experimental tests & procedures.Closely monitors & documents patient's adverse events
* Assists with the recruitment and retention of subjects, scheduling of assessments, and collection of data (biospecimens and clinical outcomes)
* Manages and ensures completion of study activities per protocol.Collaborating with staff and Principal Investigator (PI) ascertains pretreatment & eligibility requirements
* Conducts smoking cessation therapy sessions, in-person and by phone, per study protocol
* Conducts psychiatric diagnostic interviews to determine participant eligibility.Assists with other baseline intake procedures including vitals and height/weight, paper and pencil assessments, and obtaining participants’ smoking verification
* Introduces the study medication to participants and provides instruction on use during the pre-quit session
* Monitors/assesses potential study medication side effects for all assigned participants and works with PI and study physician to manage them as necessary

## Qualifications for research coordinator clinical research

* Proficient in Microsoft Office programs with emphasis on Excel, Access, Word, Publisher
* Experience with databases, Unix or Linux computer environments, using and modifying scripts for data processing
* Knowledge of medical terminology, and/or the ability to apply relevant information to the assessment, interpretation, and processing of medical data
* Knowledge and experience in managing oncology clinical trials, specifically for Phase I studies
* Excellent verbal, written, editing, communication and interpersonal skills
* Demonstrated ability to craft sophisticated written communication pieces regarding sensitive correspondence