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# Example of Study Coordinator Job Description

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

## Responsibilities for study coordinator

* Retrieve appropriate data from patient's written and electronic medical records and extract patient information from computer data base, x-ray results, and laboratory/culture results, inputting this data into appropriate forms
* Provide written reports of analyses which include evaluation of the statistical limitations of the available data and delineation of possible explanations of the findings
* For data sets that are considered routine, provide analyses within 1 week if data is provided by the investigator in electronic spreadsheet format
* Supports the Department of Clinical Investigation (DCI), Tripler Army Medical Center (TAMC), working directly with the Chief or Deputy Chief DCI, Principal Investigator (PI) of the study and/or designated POC
* Review patient records for eligibility in the study, screen study subjects and monitor subjects
* Prepare files for statistical data analysis and provide documentation for written reports of the findings
* Identify potential clinical trial studies, determine suitability of TAMC patient population based on inclusion/exclusion criteria and required timeline for study completion, and match sponsored studies with appropriate PI
* Assist the PI and Study Coordinator Level II, with all Human Use Committee / Institution Review Board related requirements and any interface with clinical project collaborators or sponsors
* Assist with the assembling and coordinating clinical trial study teams of study coordinators and other personnel needed to support the execution of the clinical study
* Assist with the collection, organize, maintain, and disseminate appropriate files of data as required and assist with administration of the project, writing reports and manuscript preparation

## Qualifications for study coordinator

* Two or more years of experience in managing investigator-initiated, industry-sponsored, and military research protocols
* Extensive experience with coordination of collaborative partnerships, establishing networks of investigators, and project management
* Research regulatory compliance experience with Institutional Review Board approvals, Human Research Protection Plans, Data and Safety Monitoring Boards, Quality Assurance of Research Execution
* Familiarity with statistical analysis and use of research electronic protocol submissions
* For trials, oversee consent process, monitor and assess patient response therapy
* Assure that all case reports are completed accurately and in accordance with study sponsor requirements