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# Example of Surgery Coordinator Job Description

Our company is looking for a surgery 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 surgery coordinator

* Coordinates all regulatory aspects, such as preparing safety reports, adverse events, FDA compliance, drug company monitoring, laboratory standards
* Coordinates aggregation and maintenance of local and national research data required to ascertain and identify research study outcomes
* May develop and monitor budgets
* Develops and prepares statistical research reports, charts, and graphs as required during research studies
* Assists in design of research survey forms to capture required participant information
* Develops procedures to determine subject eligibility
* Coordinates collection and data management of national research studies from multiple projects by interacting with internal and external research data managers, patients, and physicians for coordination of tissue samples, lab data and protocols, and other statistical information concerning research study subjects
* Serves as primary liaison and prepares annual reports for federal, state, and/or local agencies
* May provide full supervision to personnel of lower grade
* Work on outcomes analysis in collaboration with the Research Project Manager and physicians in the Head and Neck Disease Management Team (DMT)

## Qualifications for surgery coordinator

* Three (3) year minimum experience in a health related clerical position OR one year's experience in Perioperative scheduling setting
* Able to read computer/monitor screens and computer printouts
* Three years of experience in a health care setting including scheduling
* Proven online scheduling skills
* American Society of Anesthesia Technologist/Technician certification
* Five+ years experience as an Anesthesia Technologist Technician in an acute care in facility preferred