



Example of Clinical Administrator Job Description

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Our growing company is looking for a clinical administrator. 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 clinical administrator

- Travel up to 40-50% of the time for provider visits throughout the state of West Virginia
- Implements standardization of procedures and documentation within the health plan, UniCare
- Develops and delivers presentations and represents Quality on compliance issues and related committees
- Independently audit clinical research protocols to identify issues of protocol adherence and regulatory compliance
- Author audit reports, status reports, and other communications
- Establish and maintain an organizational and operational structure for tracking a large amount of information
- Work as part of the CRQ and Spectrum team
- Provide clerical support to project team (e.g., word processing, proofreading and editing correspondence, large and small documents, mailings, shipment of study files, fax and photocopy documents, assemble study documents, and arrange meetings)
- Direct support of the country manager and the CRA team
- Assisting Senior CRAs, CRA-2 and CRA-1 with on-site tasks as required and according to training goals

Qualifications for clinical administrator

- Experience in financial accounting and business administration, with an excellent knowledge of a university environment, office practices, and procedures
- Effective management, problem solving, and interpersonal skills
- Demonstrable ability to communicate effectively and work well with members of an academic medical center community and University officials
- Strong service orientation and commitment to teamwork