



Example of Clinical Administrator Job Description

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

Responsibilities for clinical administrator

- Prepares financial and productivity reports
- Provides counseling or instruction to patients regarding their symptoms, diagnosis and recovery
- Serve as System Administrator and expert database analyst for clinical benchmark database (Outcomes, Get with the Guidelines) and resource for other clinical databases
- Serve as a resource to research, analyze and implement Best Practice modules for physician and clinical practices
- Provide physical database definitions and support analysis as required for various clinical database systems
- Analyze all new requirements and initiatives as to their impact on the organization
- Support and train staff and user personnel on specified database systems, tools, and troubleshooting and problem resolution specific to interfaces and databases
- Serve as the Subject Matter Expert for data abstraction of regulatory data
- Coordinates all aspects of building of a world class Breast Cancer Program at the SOCCI
- Works with SOCCI leadership (directors, chairman, chiefs, clinical heads, and key research faculty) to build NCI programmatic structures within Breast Oncology and actively participates in the long rang strategic plans of the SOCCI of Comprehensive Cancer Designation

- Runs reports and conducts searches for PI experience in the PI Database
- Corresponds with potential investigators regarding study opportunities
- Supports PI Database project lead on database improvement and data cleaning projects
- Assists ISSC Leads and ISSC Managers with reports as needed
- Copy and assemble documents as required
- Conducts all activities according to appropriate Novella and/or sponsor SOPs