

Example of Clinical Coord Job Description

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

Responsibilities for clinical coord

- Assist in writing of manuscripts, protocols, and procedure manuals
 - Coordinate the conduct of complex
 - Be actively involved in planning and implementation of patient recruitment into studies (involves deciding which strategies are best, reviewing medical records of upcoming new and return patient clinic visits and discussing with investigators, reaching out to potential referring physicians, approaching potential subjects in the office or speaking to them by phone, asking pre-screening eligibility questions)
 - Collect, review and report timely, valid, accurate study data
 - Process and ship study specimens including blood, urine and tissue samples
 - On behalf of the site, participate in weekly or bi-weekly Sponsor teleconferences to review the status of ongoing patients and slot assignments/allocations for next dose levels
 - Participate in working groups that will maximize the efficiency and quality of research performed, including developing SOP's
 - Submitting applications to the Institutional Review Board under the supervision of the Principal Investigator
 - Working with the PI, the other research coordinator, and co-investigators to implement a successful recruitment plan
 - Direct interaction with study participants, including recruitment of subjects, obtaining informed consent, serving as primary contact for study participants, tracking subjects throughout study, and facilitating study visits and data collection
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- Assist in the efforts to recruit and/or randomize subjects for research study per study protocol
- Work with study investigators to determine the feasibility of new projects
- Conduct ongoing review of study progress and provide investigators with progress reports
- Minimum of 1-2 years experience in research or neuroimaging
- Background in information technology, computer science, or signal processing is preferred, but not required
- Ability to function independently and as part of the research team