Example of Clinical Data Associate Job Description

Our company is looking for a clinical data associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for clinical data associate

- Serve as Subject Matter Expert (SME) for and oversees the design, documentation, testing and implementation of clinical data collection tools, both CRF and non-CRFs using and electronic data capture (EDC) system and/or other data collection systems
- Support Clinical Data Scientists for clinical trials in activities related to ensuring high quality, on-time data management deliverables
- Participate in the design, documentation, testing and implementation of clinical data collection tools using an electronic data capture (EDC) system and/or other data collection systems such as electronic patient reported outcome (ePRO)
- Assist the senior team members or liaise with customers to ensure compliance with submission deadlines
- Assist with Acquisition Assessment of Registry health for products/programs acquired through mergers and integrations
- Assist with Divestiture activities related to Registries, based on IND/IDE and sNDA/NDA/MMA transfers
- Collaborate with study teams to complete Standard Maintenance updates
- Collaborate with study team to draft Maintenance updates due to Protocol Amendments and Initial Protocol Registrations
- Collaborate with study teams to ensure harmonization of data across global registries as applicable
- Compile and maintain registry submission related documentation in internal systems on a timely basis

- Demonstrated ability to successfully manage people/teams within and across functions, showing the adaptability required to deliver value-added results in a complex environment
- Demonstrated ability to effectively communicate ideas/concepts and to motivate others to accomplish challenging goals and objectives, frequently within aggressive timelines
- Well-versed in analytical and conceptual capabilities
- Demonstrated ability to effectively manage book of work and allocate resources to achieve maximum results
- Thorough knowledge of global regulatory and guideline (inclusive of ICH GCP) requirements with clinical experiences in a drug development capacity
- Demonstrated ability to build and maintain strong relationships across organizational and/or geographic boundaries through participation in cross-functional teams/initiatives