



Example of Clinical Data Coordinator Job Description

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Our company is hiring for a clinical data coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for clinical data coordinator

- Assist in other quality control activities related to clinical data management
- Responsible for clinical data management activities for studies and ensuring FDA requirements for quality databases submissions are met
- Identifying causes of problems to prevent re-occurrence of problems
- Keeping up-to-date on developments in field of expertise
- Serve as a Data Operations Coordinator (DOC) for one protocol with less than 5 operations staff (excludes DE) or 15+ easy to moderately complex central laboratory studies, or serve in a leadership role in a specific data management task (e.g., coder, tester or database designer for technologies that don't require extensive programming expertise) with guidance
- Throughout the conduct of the conduct of the clinical trial assesses adherence to Sarah Cannon SOPS, Good Clinical Practice (GCP) and ICH regulations and guidelines
- May perform data entry of a significant amount of information from electronic or hardcopy source materials such as patient demographics, clinical raw data and testing results into electronic databases and spreadsheets in accordance with project requirements as necessary
- May assist with preparing or reviewing work instructions
- May assist with preparing requirement/qualification documents and qualification testing for MIRTH channels
- May interact with corporate team and CDM team members to negotiate timelines, responsibilities, and deliverables

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- Associate's Degree or two years' of experience in a medical or clinical environment
 - 2-5 years of clinical data review experience (reviewing listings, opened and closed queries)
 - Must have RAVE experience
 - Data reviewing expertise
 - Data query/resolution expertise
 - Previous experience providing oral translation in a medical setting