



Example of Clinical Data Specialist Job Description

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Our company is hiring for a clinical data specialist. 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 data specialist

- Performs accurate 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
- Reviews and verifies source materials to determine accuracy and completeness of information
- Verifies data entered into the computer by checking printouts/reports for errors and corrects as required
- Assists with identification and correction of data errors in accordance with quality assurance procedures
- Adheres to standard operating procedures, protocols, and study specific guidelines
- Adheres to data security and confidentiality requirements when handling confidential data
- Assists in logging and monitoring of physical location of source documents
- Assists with data entry tasks for multiple clinical studies as necessary
- Assists with manual data entry review as necessary
- Communicates with data management staff, tech leads and project data coordinators regularly on data entry and data management issues

Qualifications for clinical data specialist

- 7+ years of clinical research experience, including a minimum of 2 years clinical data management experience
- 3+ years of relevant clinical or data management experience with increasing levels of responsibility, including two years of data management experience
- 5+ years EDC experience
- Technically proficient in ad hoc query tools and other tools such as MS Excel or Access
- Experience with Data Clarification Form (DCF) preferred