Example of Clinical Research Coord Job Description

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

Responsibilities for clinical research coord

- Assists professional staff with patient treatment according to study guidelines
- Knows their primary study thoroughly so that they are able to answer questions (from study staff and patients) accordingly such as timing of tests or protocol required lab orders
- Assures investigators receive results of tests, as appropriate
- Interacts internally with other hospital departments such as Dieteticians, Harvard Catalyst CRC, Pharmacy, and Environmental Services as needed, and externally with personnel of regulatory agencies
- Performs other administrative support duties as assigned
- Submit and maintain IRB protocols
- Obtains patient data from medical records, physicians
- Assists with study regulatory submissions
- Assist research team with all facets of subject recruitment including, but not limited to, preparing/submitting print documents, web pages, and other graphics used to create research advertisements and promotional materials
- Identify and perform subject recruiting via phone screens, medical chart reviews

Qualifications for clinical research coord

- Organize, administer and score direct neuropsychological assessments to pediatric, adolescent and adult patient populations who have developmental disabilities
- Provide day-to-day organizational and administrative support for clinical trials

- Schedule patients, conduct patient visits and process CRFs form study appointments
- Other study related or administrative responsibilities as assigned
- Assist with formal audits of data