Example of Clinical Research Job Description

Our growing company is looking to fill the role of clinical research. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for clinical research

- Screens patients for eligibility for inclusion into the studies
- Oversee care to assure protocol adherence is maintained by staff, serve internally as a resource for nursing (outpatient, inpatient, home care), medical staff and CRO staff
- Provides input into implementation of protocols including setting, systems issues changes to assure that process will work in other areas if needed within NMH
- Participates in development of clinical trials as appropriate
- Collaborates with the principal investigator in all aspects of research study
- Development of study related documents according to study requirements, such as informed consent forms, case report forms, source documents, logs, newsletters
- Follow ICH guidelines on essential document collection needed for clinical trial conduct
- Work with site coordinators, CRO monitors, and cross-functional colleagues to gather and organize documents from clinical team, sites, and vendors in trial master file
- Assist with site file inventorying and QC to ensure study record is complete
- Perform data review of study subjects to ensure data accuracy, completeness, and compliance with clinical protocol

Qualifications for clinical research

- Possess Associate of Clinical Research Professionals (ACRP) Certification - ACRP Certification Programs
- Possess HIPAA certification – or become certified within 30 days of hire
- Excellent skills in interpersonal communication and organizational skills, the ability to problem-solve and multi-task
- At least 1 year of related experience in clinical research (or Master's degree and 1 year of same experience)
- Thorough knowledge of monitoring procedures