



# Example of Clinical Support Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of clinical support specialist. 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 support specialist

- Clinical adviser for Encore Anywhere data analysis
- Data workshop support with the UK team
- Conduct regular visits to customers to obtain direct feedback from them about the quality of the training delivery and the customer satisfaction reporting any Q&R issues
- Establish and maintain all project documentation including all files, records and reports according to the scope of work and SOPS
- Conduct periodic review/audit of files for accuracy and completeness
- Coordinate and track all information, communications, documents, materials and supplies for assigned projects across the region
- Update and maintain internal systems, databases, tracking tools, timelines and project plans with project specific information
- Coordinate project team and/or customer meetings including logistics and materials required
- Will serve as primary backup contact for internal project team and for external stakeholders/customers as designated by project manager
- Train and mentor more junior project support staff, may coordinate their work

## Qualifications for clinical support specialist

- Operating theatre experience essential

- A minimum of two years of hands-on medical experience, such as Registered Nurse or Certified Cardiovascular, Radiology or Surgical Technician
- Possession of Bachelor or Masters level degree (MBA, MSN, MD, ) is desirable
- High level of accuracy and attention to detail the ability to see the big picture
- Typically requires travel more than 50% of the time