Clinical Research Coordinator

CLINICAL Research Professionals

Job Title(s): Clinical Research Coordinator, Clinical Research Specialist, Coordinator–Research, Clinical Studies Coordinator, Medical Research Associate
Department: Clinical Operations or Project Management
Organization Type: Contract Research Organization (CRO)-based and Site-based
Status/Salary: Exempt and Salaried or Non-Exempt and Hourly (Range $56,000–$85,000)

SUMMARY OF ROLE The Clinical Research Coordinator is responsible for the support and coordination of all aspects of clinical research including subject screening and recruitment, regulatory maintenance, data collection, and data management activities. These positions manage protocols to ensure the safety of patients and quality of clinical trial data.

Some Clinical Research Coordinator positions are more senior and may have increased responsibilities for patient care, protocol design, implementation, and training junior staff. These senior positions require additional experience and/or education.

ESSENTIAL DUTIES

- Develop or assist in the development of protocol-specific systems and documents including process flows, training manuals, and Standard Operating Procedures (SOPs); order supplies and equipment
- Recruit, screen, schedule, consent, and collect adverse events information for participants in a variety of studies; maintain documentation, including consent
- Perform technical procedures on clinical subjects under the direction of the principal investigator or their designee; collect, prepare, process, maintain, and ship collected samples
- Maintain appropriate patient records, as necessary, including charting the condition of the patient and determining their continued eligibility in the study
- Assist in providing patient education on the benefits and risks of participating in a clinical trial
- Assist with or develop data collection documents and instruments
- Review and document trends, problems encountered, patient adverse events, and subject progress

KNOWLEDGE, SKILLS and ABILITIES

- Understanding of medical terminology
- General knowledge of regulatory requirements & Good Clinical Practices (GCP)
- Data evaluation skills
- Ability to multi-task and deal with shifting priorities
- High proficiency with full Microsoft applications
- Strong spoken and written communication skills; fluency in English
- Strong interpersonal, collaborative, and time management abilities
- Excellent organizational skills; extremely accurate and detail-oriented

EDUCATION and EXPERIENCE

- Associate's degree in related field and 2 years' experience in a medical and/or research setting, **or**
- Bachelor's degree in related field and 0–1 year of experience in a medical and/or research setting
- Phlebotomy and/or venipuncture experience preferred
- Dual roles involving patient care may prefer a Bachelor of Science Degree in Nursing

TRAVEL and PHYSICAL REQUIREMENTS

- Travel can range from 0 to 10%

CAREER PATHWAYS

- Clinical research coordinator 2 ▸ clinical research coordinator 3
- Clinical research associate path

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