Assistant Clinical Research Coordinator Job Description

- Coordinate and schedule patient visits, tests, interviews, and other trial activities
- Administer tests, medication, blood draws, and other clinical trial procedures
- Track patient medical histories, trial participation, and data using coordination software
- Prepare regulatory documents like ethics submissions, adverse event reports, and progress reports
- Develop recruitment plans and create educational materials to inform patient enrollment
- Conduct phone or in-person screening interviews with potential trial participants
- Guide participants through informed consent process to enroll them in trials
- Register new subjects by gathering personal/medical histories and assigning subject IDs
- Collect and compile biological samples like blood, urine, tissue for testing
- Carefully record vital signs, test results, and other participant data per protocol
- Monitor subject safety and watch for potential adverse events during trials
- Report serious adverse events according to regulatory guidelines
- Assist investigators and project managers with all trial coordination tasks
- Schedule trial monitoring visits from sponsors or regulatory agencies
- Maintain accurate study documentation in databases and physical files
- Perform quality control on research data entries to ensure integrity
- Ship biological specimens and overnight test samples to laboratories

- Organize site document requirements and submissions for sponsors/CROs
- Coordinate product storage, dispensation logs, and accountability
- Create reports on trial progress, enrollment statistics, and site metrics
- Conduct inventory management and order trial materials/supplies
- Assist departments with billing processes for sponsor trial services
- Plan occasional investigator meetings, training workshops, etc.
- Supervise and train new assistant clinical research coordinator hires
- Keep current on clinical research regulations and coordination procedures.