Clinical Research Coordinator Job Description

- Collects and prepares data for submission to the clinical research center or hospital
- Checks the accuracy of data presented by other researchers in the clinical trial
- Ensures all clinical trial requirements are met
- Conducts preliminary studies on chemical compounds, such as bioassay, immunoassay, and pharmacokinetic studies
- Maintains certain types of files, such as patient files, protocol forms, and charts
- Prepares reports on data collected and meetings held during clinical research
- Coordinates the clinical trial itself, including patient recruitment and follow up
- Ensures that all required medications are available to all enrolled subjects in a clinical trial
- Assigns subjects to clinic visits as required by the protocol
- Obtains patient informed consent before administering a medication or procedure
- Maintains records pertaining to charts, protocols, notes, and other collateral information pertaining to a clinical trial
- Prepares and maintains complete records for each subject in the clinical trial
- Coordinates with other clinical research centers and patients as needed for clinical trials
- Ensures that the appropriate regulatory agency is aware of any amendments to the protocol or complications during a clinical trial.