**Title:** Clinical Data Coordinator

**Pay Scale Group:** 13

**Essential Function**

Under general supervision from a designated administrator, coordinate the preparation and presentation of data for clinical studies and regulatory boards. Collaborate with department on design, documentation, testing and implementation of clinical data studies.

**Characteristic Duties**

- Design and implement data using SAS or similar type of statistical program, maintain and manage database(s).
- Develop systems for organizing data to analyze, identify and report.
- Format and retrieve data in report form.
- Assure compliance with protocols; assist with coordination of audits by regulatory or funding agencies; establish and maintain quality control procedures.
- Perform quality assurance for compliance with all federal regulations/ FDA/ICH Guidelines and industry standards.
- Work closely with statistical programmer, IT support and external data sources.
- Develop or assist in developing, revising and maintaining Standard Operating Procedures and working instructions.
- Service as liaison with regional/national data centers.
- May assist with writing grant proposals, manuscripts and editing material for publication.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

**Minimum Qualifications**

- Associate's degree and one (1) year experience; - OR- three (3) years experience. Experience must be in the use of statistical programs and/or data base management or related field.

_Last updated: 4-12-07_