<table>
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<tr>
<th>CRC Job Title</th>
<th>Minimal Education</th>
<th>Years Experience</th>
<th>Qualifications/Scope</th>
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| Assistant CRC | High School Diploma or General Educational Development /Diploma (GED) | 0-2 years experience in related field | Under the direct supervision of the study team, assists in the coordination of the details of the human research subject study and documentation concerning study protocols, which may include:  
  - Filing and office organization  
  - Patient/research participant scheduling  
  - Patient/research participant history  
  - Data collection  
  - Data entry  
  - Data management  
  - Follow-up care  
  - Laboratory procedures  
  - Order materials/supplies  
  - Schedule research meetings  
  - Comply with Institutional policies, SOPs and guidelines  
  - Must comply with federal, state, and sponsor policies  
  - Must possess knowledge of IRB and human subject protection and must adhere to an IRB approved protocol. |
| CRC 1         | Associates Degree or an allied health | 1 year clinical research experience | Coordinate all clinical research activities with moderate supervision  
  Expected to Perform all CRC Core responsibilities (as applicable):  
  - Adhere to an IRB approved protocol  
  - Participate in the informed consent process of study subjects  
  - Support the safety of clinical research patients/research participants |
**CTSA Research Coordinator Taskforce**  
**Clinical Research Coordinator\(^1\) Job Descriptions Recommendations**  

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<th>professional degree(^3)</th>
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| Coordinate protocol related research procedures, study visits, and follow-up care  
| Screen, recruit and enroll patients/research participants  
| Maintain study source documents  
| Report adverse events  
| Understand good clinical practice (GCP) and regulatory compliance  
| Educate subjects and family on protocol, study intervention, study drug, etc.  
| Comply with Institutional policies, standard operating procedures (SOPs) and guidelines  
| Must comply with federal, state, and sponsor policies  
|  
| Also may be responsible for any of the following:  
| Manage essential regulatory documents  
| Register study on ClinicalTrial.gov  
| Complete case report forms (paper & electronic data capture) and address queries  
| Submit documents to regulatory authorities (e.g. IRB, FDA, etc.) and/or review/monitoring boards (ie, DSMB, independent safety officer)  
| Facilitate pre-study, site qualification, study initiation, and monitoring visits  
| Facilitate study close out activities\(^4\)  
| Coordinate research/project team meetings  
| Collect, process and ship laboratory specimens  
| Schedule subject visits and procedures  
| Retain records/archive documents after study close out  
| Requires effective writing and communication, work as part of a team, ability to multitask  
|  
| CRC 2 | BA/BS | 2 years clinical research experience  
| Coordinate all clinical research activities with minimal supervision  
| Perform all CRC Core and additional responsibilities as detailed for CRC 1.  
| Also may be responsible for any of the following:  
| Manage study finances including sponsor invoicing & resolving study subject billing issues  

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\(^1\) Job Descriptions Recommendations

\(^3\) Requires effective writing and communication, work as part of a team, ability to multitask

\(^4\) CRC 2 requires effective writing and communication, work as part of a team, ability to multitask.
### CRC 3
**BA/BS**
**3 - 4 years clinical research experience**

Function independently in a clinical research setting and responsible for the complete coordination of assigned clinical research activities. May have supervisory responsibilities.

Perform all CRC Core and additional responsibilities as detailed for CRC 1 and 2.

Also may be responsible for any of the following:
- Support a PI sponsored IND or IDE
- Host/prepare for external audits (sponsor, FDA, NIH, etc)
- Monitor or audit studies in the institution
- Facilitate and/or run research/project team meetings
- Prepare study budget
- May serve as a liaison for hospital billing for research subjects
- Educate and mentor clinical staff, research team and other coordinators
- Coordinate multi-center studies
- Assess protocol feasibility
- Prepare, negotiate, manage study contract

Effective problem solving, writing and communication skills. Ability to multi-task working as part of a team or independently.
The term “clinical research coordinator” refers to a research coordinator who supports any aspect of human subject research.

While recommended minimal levels are provided, a given institution also may want to include preferred educational and/or research coordinator certification requirements.

Institution may allow an Allied Health certificate program in lieu of a two year degree program.

Some of these activities may be project specific.

Please note: The above suggested job descriptions are recommendations and most likely there will be exceptions to the above in terms of having a candidate for a position who may not have the required education or experience, but may be eligible for a particular position. The job description recommendations are geared toward new people coming into an institution and as such, a given institution may need to make provisions to grandfather people into roles who do not meet the recommended minimal education experience.