

Requirements for Study Coordinators

By Norman M. Goldfarb

If there is one ingredient for building a successful clinical research site, it is to hire or train qualified study coordinators.

Characteristics of good study coordinators include:

- Self-directed
- Detail-oriented
- Excellent interpersonal and communication skills
- Knowledgeable
- Punctual
- Responsible
- Flexible
- Honest
- Able to multitask
- Works well both in a team and individually
- Prior study coordinator and/or medical experience
- Familiarity with clinical research and medical terminology
- Credentialed for clinical research activities, as required

Some of these qualifications can be measured only by interview or reference check. Others can be gleaned from the applicant's cover letter and C.V. For example, the following verbatim statements have been extracted from actual applications for study coordinator positions. [Author's notes are in brackets.]

Detail-Oriented

- I am writing to unquire about the clinical research coordinator position. As a detail-oriented and multi-faceted individual...
- I believe I and possess the skills and enthusiasm you may be looking for. I am meticulous,....
- Computer and internet Proficient
- Sir,I am applying for chalanging position,....
- Coordinated timely review, of revisions, approval and issuance of Standard Operating Procedures, Batch Records, Test Methods and Specifications.
- Seeking to obtain long- term employment with growth potential with a company where I can contribute my hardworking ability and my positive attitude as a Clinical Research Coordinator Position.
- I am writing to you to express my interest in the clinical reserach coodinator position at
- Diplomate, American Board of Quality Assurance and Utilization Review Physician
- I am interested in the position 'Osteoarthritis Study Now Enrolling'.
- HONNOR & AWARDS:

- Dear Dr. Levin, [who?]
- Merrill Smith [cover letter] [or] Merrell Smith [C.V.] [Last name changed]

Excellent Interpersonal and Communications Skills

- My telephone skills and communication skills are excellent and I also speak two language, Spanish and English.
- I am a quick learner person that likes to be challenge.
- This employer...knew full well about my DIABETES, the required access to restroom, the required hydration, the required maintenance of blood sugar levels. On four separate occasions he deliberately and gleefully violated those prestated and agreed upon conditions of my survival as an employee. Under California law, this constitutes attempted MURDER!

Experienced and Knowledgeable

- What is mean by CRC experience?
- If your organization is seeking an experienced and skilled Clinical Research Coordinator, I would appreciate the opportunity to discuss your needs and objectives with you. My experience includes two years of extensive work with database and information management....
- My dream job would be an assignment using all of my talent, education and experience developing all limb powered, all wheel drive, all weather, all road Human Powered and solar electric assisted Human Powered Vehicles,....
- OBJECTIVE: A position in the financial sector.
- EXPERIENCE: Internal Revenue Service....

Conclusion

Some of these candidates may be qualified, but it is hard to tell from their applications. They are more likely to find suitable positions if they follow this simple process:

- Read the ad.
- Write the application.
- Read the application.
- Have someone else read the application.
- Submit the application.

Author

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