



Job Description			
Position Title:	Clinical Coordinator		
Location:	USA		

Position Summary (A broad statement that captures the essence and overall purpose, 2-4 sentences.)

Individual will be responsible for coordinating and conducting training activities as well as trials in hospitals for a new, innovative Wireless ECG monitoring system. Sales specialists will gain hospital commitment for trial and turn over accounts to the Clinical Coordinator for a trial period. Interface with a variety of stakeholders within the hospital environment is essential, including administrators, department heads, and nurse managers. Primary responsibilities include ensuring that the product is completely understood by end users and that the trial experience warrants adoption of the product. The sales specialist will then complete the sale, although some post-sale support may be required.

- Essential Functions:** (Core duties that are fundamental for the position to exist. Define purpose, function, result to each duty, frequency, and time spent in brief phrases, not sentences. List duties in order of descending importance. Each statement should include: begin with an action verb in the present tense, activity type/type of work, object reason, i.e. Determines account service problems/issues to minimize loss, or Analyzes project needs and updates weekly, or Maintain subsidiary automated documentation system bi-weekly. List most important functions first.)
- Resource will be fully dedicated to the Wireless ECG business
 - Support sales function in hospital accounts
 - Conduct customer product training and remain on site throughout trial phase
 - Build relationships with key decision makers to assist sales in securing hospital purchase after trial
 - Demonstrate technical proficiency with the product
 - Conduct in-service activities as required
 - Compile and report competitive information
 - Compile and report customer feedback or observations which will assist in refining sales strategy and/or developing next generation product features
 - Maintain database of account experiences and activities

- Secondary Functions:** (Describe duties or tasks using the format for essential functions that are necessary to a lesser degree, requiring < 5% of your time spent AND may not be critical.)
- Produce reports detailing contacts and corresponding activities
- Attend conferences

Interactions/Relationships: (Identify key relationships; position title, purpose and frequency of interactions i.e. Attorney, producing correspondence daily; or Project Manager, flowcharting action, weekly; may include external sources.)

Customers, Vendors, Prospects, Partners, Employees, Shareholders

Position Specifications: (Identify the minimum qualifications needed; education level or equivalent, minimum years of experience. Use required, essential, preferred or plus for each. Also identify KSAs: knowledge, skills, abilities and competencies, i.e. Knowledge of cost accounting inventory valuation methods required or skilled in using MS project and Visio preferred, analytical skills required.)

- B.S. in Nursing required
- Experience conducting nurse training activities or in-services required
- Nursing background in the OR or ICU nursing experience preferred
- Must demonstrate ability to build strong and lasting relationships
- Must have very strong communication and organizational skills
- Experience collecting study data in hospital environment preferred
- Strong organizational skills and attention to detail required

Physical/Mental/Physical Environment: The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations will be made to enable people with disabilities to perform the essential functions. (Requirements of the position as it is typically performed. Consider senses and environment items, i.e. strength, vision, noise, movement, talk, hear, sit, use hands/fingers, reach, bend, equipment heights, odors, hazards, etc.)

Ability to travel domestically by car and air up to 50%.

Regularly required to drive; stand; walk; sit; use hands to handle objects and feel controls; reach; climb stairs; stoop; crouch; talk; listen; and vision capabilities that enable reading and viewing a computer screen. The employee may occasionally lift up to 20 lbs.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel. The above duties are subject to change and shall not be construed as a promise or contract of employment or of any specific duties.