

Clinical Data Coordinator

ONE-YEAR PROGRAM - 270-hour program IN PARTNERSHIP WITH PARADISE VALLEY COMMUNITY COLLEGE



- Gain skills needed to manage and analyze critical data in clinical trials, preparing you for a vital role in advancing healthcare innovations.
- Achieve practical experience through hands-on training led by seasoned professionals in the field, ensuring you're job-ready upon graduation.
- Navigate complex clinical databases, ensure data accuracy, and contribute to groundbreaking medical research.

PROGRAM REQUIREMENTS*

- Current **Junior** students may apply (early graduates may not apply)
- Grade 11: High school GPA of 3.0 or higher, unweighted, based on a 4.0 scale, copy of unofficial high school transcript* OR one of the qualifying test results from options listed below:
 - Accuplacer Next Gen Reading: 249 or higher
 - EdReady Critical Reading: 90 or higher
 - ACT Score: 22 or higher OR SAT Score: 510 or higher
- Click here for: [College Placement Exam Instructions](#)
- Copy of unofficial transcript
- Proof of residency in West-MEC district boundaries
- Copy of birth certificate and immunizations/State Exemption Form due at the time of enrollment
- West-MEC does not provide transportation. Families are responsible for providing transportation to and from West-MEC.
- Student State-issued ID, driver's license, or driver's permit due at the time of college enrollment
- Parent Proof of Citizenship & 1 year of Arizona residency due at enrollment (non-resident is responsible for the difference between in-state and out-of-state tuition)

*Program requirements are subject to change per industry age restrictions, certification requirements, and administrative discretion.

The Accuplacer test is available at no charge at:

**Paradise Valley Community College 602.787.7000

For resources to help with Accuplacer or EdReady, visit:

<https://www.paradisevalley.edu/students/testing-services/course-placement-assessments>

Meeting program requirements does not guarantee enrollment.

COST REQUIREMENTS

Upon enrollment into the program:

- \$150.00 non-refundable registration fee includes enrollment processing
- It is recommended that students have access to a personal computer and reliable internet outside of class to complete assignments and projects.
- Dress code is reviewed to meet professional industry standards. Dress code requirements are addressed before the start of classes.
- Success in the program depends upon the student having access to a personal computer (no iPad or tablet) and reliable internet outside of class to complete assignments and tests.

Tuition

- If a student graduates or obtains a GED before program completion the student will be responsible for tuition.
- Empowerment Scholarship Account (ESA) recipients are responsible for tuition West-MEC is an approved vendor.
- Student Tax Credit (STO)/Private School Scholarship recipients are responsible for tuition.
- Students who reside outside of West-MEC boundaries are responsible for tuition.
- Details regarding tuition costs are available in [Tuition Payment Agreement](#).

INDUSTRY CREDENTIALS

If eligible, students will have the opportunity to test for the following credentials.

FEES PREPAID BY WEST-MEC; It is the responsibility of the student to maintain copies of all earned credentials.

- This industry credential is required for employment in the field a majority of the time
 - None at this time.

Students with a documented disability may request credential testing accommodations through the individual testing entity.

CAREER PATHWAYS

- Clinical Research Coordinator:
 - Research Assistant, Data Entry Specialist, Clinical Trials Assistant, Data Analyst Assistant, Quality Assurance Assistant*, Clinical Research Manager*, Biostatistician*, Medical Writer*
- Entry-level salary range: \$25.18-\$27.26 per hour

*with additional education in this pathway | **Bureau of Labor Statistics, Occupational Employment & Wages

Program information may change as West-MEC strives to provide the best opportunities for students. Refer to www.west-mec.edu for most current information. Program is taught by industry certified instructors. West-MEC does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

Revised 12/12/2024



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LOCATION & HOURS

Paradise Valley Community College
 18401 N. 32nd Street
 Phoenix, AZ 85032

Monday - Thursday
 1:00 PM – 3:10 PM

NOTE: College & high school calendars do not align & all transportation is provided by the student/parent.

ENROLLMENT INFORMATION

- Acceptance into West-MEC programs may be competitive.
- Students may only be enrolled in **one** West-MEC Central Program at a time.
- The order for filling seats by grade level is as follows:
 - Current Juniors*
- Applications are ranked in part by attendance, GPA, discipline, and career choice (ECAP)
- Program hours are not excused for participation in extracurricular activities, athletics, vacation, or employment.
- West-MEC's priority application submission date is in February. Contact your counselor for your application deadline.
- West-MEC students served under an IEP/504 will need to self-advocate for reasonable accommodations through the Paradise Valley Community College Disability Resource Office. Approved accommodations may differ from those provided in the high school. The Americans with Disabilities Act requires higher education institutions to provide reasonable accommodations to those with documented disabilities, provided an undue hardship is not created. It is the student's responsibility to inform the Disability Resource Services (DRS) Office directly of his or her need for accommodation(s) each time he or she registers for a new course. All accommodations and academic adjustments are course and semester specific and do not carry over from semester to semester or course to course.

STUDENT SUCCESS INDICATORS

- History of good attendance and discipline (Strict post-secondary attendance guidelines will be followed.), and on track for graduation
- Strong interest in a chosen career pathway
- Able to perform physical activity
- Aptitude for technology
- Critical thinker, analytical, strong time management skills
- Ability to get along with other students and cooperate with the instructor
- Ability to work accurately/follow procedures to an industry-standard
- Strong technical reading and study skills; the textbook for this course is written at a college reading level

GRADING SCALE

Grade	A	B	C*	D**	F
Percent	90%-100%	80%-89%	70%-79%	60%-69%	59% or below

*An 70% grade or better is required for each course in order to obtain college credit and be eligible to progress to the next level course.

**A 60% grade or better is required to obtain high school credit.

CREDITS ISSUED BY WEST-MEC

- High School - 2 elective credits (1 credit per semester)
- This program satisfies AZ University's admissions requirements. (AZ Board of Regents CTE/Fine Arts credit)
- A student who withdraws during the West-MEC program may receive concurrent enrollment college credit based on the number of completed courses. (see post-secondary opportunities)

EARLY COLLEGE PATHWAYS (OPTIONAL)

West-MEC offers a faster way forward through early college pathways, and we strive to provide robust post-secondary opportunities for students. More information on Early College Pathways is available on our website:

- [Early College Pathways](#)



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal-opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate based on race, color, national origin, sex, disability, or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.



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