UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Clinical Trial Coordinator, Faculty of Medicine and Health

Salary: Grade 5 (£23,067 to £26,715 p.a.)

Reference: MHCTR1176

Open Ended Fixed Funding for 36 months

Clinical Trial Coordinator
School of Medicine, Clinical Trials Research Unit

Are you an enthusiastic and driven individual with an eye for detail and want to make a difference to medical research? Do you want to work for a leading clinical trials unit that impacts clinical practice?

You will be part of the Clinical Trials Research Unit (CTRU) which conducts national and international randomised and early phase clinical trials in a variety of clinical fields, including, cancer, cardiovascular disease and stroke, mental health, obesity, skin, musculoskeletal disease and care of the elderly. Our main aim is to support the challenge of changing clinical practice for the better.

You'll be responsible for the data management and co-ordination of specific clinical trials, which involves the collection, computerisation and validation of data. You'll also participate in meetings with researchers and other clinical trial team members. Relevant experience of clinical data management and experience of spreadsheet and word processing packages are essential for this role.

What does the role entail?

As a Clinical Trial Coordinator your main duties will include:

- Supporting the set-up, conduct and closure of multi-centre randomised controlled trials, or leading on a day to day basis the ongoing conduct of established studies;
- Being a key point of contact for clinical trial sites for the studies you are working on;
- Developing database specifications from Case Record Forms (CRFs) and testing the database prior to implementation;
- Conducting and supporting data management including data entry, data chases, implementation of database amendments and supporting members of the data entry team;
- Ensuring that milestones are met and issues for further discussion are discussed with the senior project team;
- Maintaining the Trial Master File (TMF) and essential documents;



- Developing a thorough and up-to-date understanding and working knowledge of legislation, guidance and local and national initiatives relating to clinical research and applying this knowledge through working practices on the projects you work on;
- Establishing and maintaining professional relationships with the wider project team and external collaborators including clinicians, professors and relevant laboratory and research staff.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

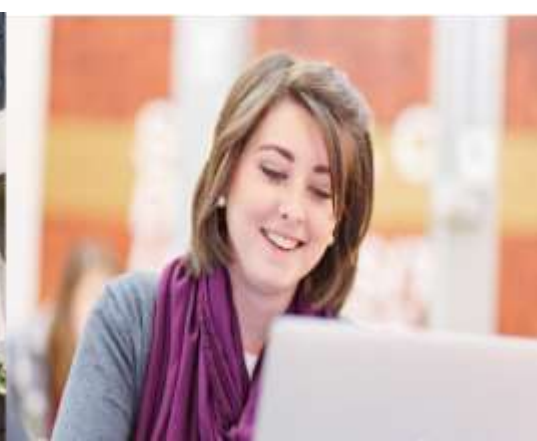
As a Clinical Trial Coordinator you will have:

- A BSc in a relevant subject, equivalent qualification or relevant experience;
- Awareness of the regulatory and governance environment in the UK and other relevant guidance, for example Consolidated Standards of Reporting Trials (CONSORT);
- The ability to assimilate information and reproduce it in a clear, consistent and accurate manner, tailoring it to suit purpose and audience;
- Excellent interpersonal and diplomacy skills, with the ability to build professional working relationships with internal and external stakeholders and work effectively in a team environment;
- Strong initiative, with a high level of organisational, planning and self-management skills, including the ability to work on a range of different tasks simultaneously, manage and meet multiple deadlines and effectively handle or escalate problems;
- An enthusiastic, confident manner and inquisitive mind; and
- A commitment to upholding University values and taking ownership for personal development.

You may also have:

- Experience of co-ordination of clinical trials or experience of clinical data management;
- Experience of managing large clinical or medical datasets collected from multiple organisations;





- Experience of designing case report forms or equivalent and specifying database requirements for the accurate collection of medical data; and
- Experience of working on database report specifications.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Suzanne Hartley, Head of Trial Management
Tel: +44 (0)113 343 8041
Email: s.hartley@leeds.ac.uk

Additional information

Find out more about the Faculty of Medicine and Health.

Find out more about Athena Swan in the Faculty of Medicine and Health.

Find out more about our Institute Leeds Institute of Clinical Trials Research.

Working at Leeds
You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information.