

Example 2

Trial Administration Officer

Main responsibilities

- Process trial mail on a daily basis.
- Set up and maintain efficient paper and computer based filing systems.
- Package trial supplies (e.g. site investigator files, pharmacy files, biological sample collection kits) and distribute to participating centres in a timely manner.
- Log patient data forms received from external hospitals on an in-house database.
- Undertake basic data entry and data verification of trial data.
- Order trial drugs for despatch to centres, as required. Liaise with hospital pharmacists and pharmaceutical companies to ensure timely and correct delivery.
- Order laboratory supplies as required for the collection of biological specimens at centres.
- Assist with the preparation and circulation of reports to centres.
- Assist with chasing participating centres for outstanding documentation.
- Maintain accurate records of the movement of biological specimens between participating centres and academic laboratories.
- Arrange courier collections and deliveries of biological specimens between participating centres and academic laboratories. Liaise with courier company and hospital staff to ensure timely delivery.
- Assist with reconciliation and payment of invoices for courier deliveries.
- Assist in the preparation of national trial investigator meetings and attend meetings to provide administrative support.
- Assist in the preparation of Trial Management Group meetings and attend meetings to provide administrative support.
- Contribute to regular trial team meetings, taking minutes as required.
- Answer telephone queries.
- Participate in the rota for the telephone randomisation service. The randomisation telephone line is manned 9am-5pm each working day.
- Attend and contribute to monthly team meetings and trial administrator meetings.
- Any other duties which are consistent with the nature of grade of the post.