

# Example 4

## Clinical Trial Assistant

### Job purpose

Under the guidance of Trial Management and/or Data Management staff, the role holder is responsible for the delivery and continuous development of a customer focused, cost effective and efficient clinical trials management service.

### Main responsibilities

- Have a thorough understanding of the aims and methodology of current projects and liaise with appropriate team members as necessary
- Work with the Trial Team to ensure accurate and prioritised processing of incoming data for various projects
- Lead with checking returned questionnaires and other data forms and identify incomplete or missing information. Raise and help to resolve data queries by liaising with collaborating research sites, as required
- Oversee the chasing of outstanding data and trial documentation and report to the Trial Team about any serious problems
- Ensure prompt and accurate data entry
- Initiate data comparison reports and assist with data cleaning processes
- Under the guidance of the Data Manager, extract basic study data and provide information as may be required by the Trial Manager, Chief Investigator or study statistician
- In liaison with senior colleagues, organise and supervise the day-to-day workflow of the Data Assistants or Clinical Trial Facilitators to ensure agreed targets and standards are consistently met
- Design reports and tools to assist with trial management or data management
- Assist with database validation
- Ensure that clinical trial master files and essential documents are maintained in accordance with applicable regulations and guidelines
- Prepare files for inspection by regulatory authorities and/or external auditors as needed
- Under the guidance of Trial Management/Data Management staff, develop high quality clinical trial-related documentation including study protocols, participant information sheets and standard operating procedures
- Plans and administers complex meetings, visits, conferences, committees, and the associated budgets
- Provides guidance and delivers training on designated activities and associated policies and procedures