

UK TRIAL MANAGERS' NETWORK EXECUTIVE GROUP

TERMS OF REFERENCE

Revised July 2019
Review date July 2021

Aims of the UKTMN

The Network aims to facilitate the development of a well-trained, highly motivated, effective workforce of trial managers within the UK health care system who will make an important contribution to the efficient delivery of high quality clinical trials. It aims to provide a forum which will promote best practice in effective management and delivery of clinical trials, and provide a focus for the professional competencies required to effectively manage a clinical trial and thereby developing a career pathway for trial managers. The UKTMN also seeks to promote a shared understanding of the role and value of effective trial management within clinical research.

Aim of the Executive Group

The aim of the Executive Group is to:

- guide, advise and support the organisation to meet its aims
- plan, agree and monitor the annual deliverables as outlined in the Work Plan
- guide the future strategic development of the Network activities
- explore opportunities for the long-term sustainability of the Network

Executive Group members

Membership of the Executive Group will be volunteers, all of whom are involved in clinical trials, who have agreed to provide active input into the strategic direction of the UKTMN. This involves active participation in Executive Group meetings held every 8 weeks and active contribution to ongoing work within the Network.

The Executive Group will aim to represent the UKTMN membership by approving members to the group that cover a wide geographical area, experience, skills and specific expertise, avoiding conflict of interest at all times. All such volunteers must be approved by the existing members of the Executive Group and have approval from their line manager and, in the case of applicants from registered CTUs, the CTU Director. Only one nomination will be accepted at a time from each CTU or otherwise.

The discipline of the members will be varied, but the majority of representation will be from Trial Management professionals. Membership of the Executive Group should not conflict with membership to any other professional groups.

Each member of the Executive Group will stand for three years in the first instance. This three-year period can be renewed for further two-year periods. It is envisaged that the structure of the Executive Group (sub-groups and specific roles) will continue to evolve.

Members willing to serve on the Executive Group can self-nominate via the Chair. The Executive Group should consist of a maximum of 15 members and no fewer than 12, including the Chair.

The Chair of the Executive Group will be appointed by the Group.

Responsibilities of the Chair

The Chair of the Executive Group will be responsible for ensuring that the future sustainability of UKTMN is paramount in all discussions and decisions made by the group.

Meeting Frequency

The Executive Group should meet mainly by teleconference at least every two months. An annual face-to-face meeting is recommended.

The organisation and support of Executive Group meetings will be undertaken by the UKTMN Manager.

Review

The Executive Group will review the Terms of Reference every three years to ensure the aim of the Executive Group continues to reflect the needs of the Network. During this review the membership and Chair of the Executive Group will be considered and those members who are required to stand down will be given the option to stand for their second term. New members will be sought as required.

Meeting Procedures

A meeting shall be quorate if at least four members, of whom at least one is a trial manager (indicated by * in the members' list), take part. The aim is for consensus in decision making, however if necessary decisions shall be taken by majority vote, with the chair having a casting vote in case of a tie. Each meeting of the Executive Group should be minuted and archived by the UKTMN Manager.

Sub-groups

The Executive Group has the authority to develop sub-groups for specific tasks. These sub-groups will be made up of existing members of the Executive Group but will have the ability to co-opt expert members as required. Each meeting of the sub-group will be minuted by the Chair or delegate.

Responsibilities of the Sub-group Chair

The Chair of each sub-group will be responsible for ensuring that all discussions and decisions made by the group are minuted and available for review by the Executive Group.

Meeting Frequency

The Sub-groups should meet mainly by teleconference as often as necessary but at least every three months.

The organisation and support of the Sub-group meetings will be undertaken by the Sub-group Chair or delegated group member.

Review of the Sub-groups

The aims of the Sub-groups, or need for need for new Sub-groups, will be reviewed annually by the Executive Group.

The aim of each sub-group is defined later in this document.

**Executive Group Membership
July 2019**

Nottingham CTU	Eleanor Mitchell (Chair)	Assistant Prof. Clinical Trials
CTRU, Leeds	Suzanne Hartley* (Deputy Chair)	Head of Trial Management
CTSU, NDPH, Oxford	Lucy Fletcher*	Funder representative, Senior Trial Manager
CTSU, NDPH, Oxford	Louise Bowman	Prof. Medicine and Clinical Trials
York Trials Unit	Sarah Cockayne	Research Fellow
NPEU, NDPH, Oxford (retired)	Barbara Farrell	Founding member
NMHAP RU, Glasgow	Kirsteen Goodman*	Trial Manager
Liverpool CTRC	Helen Hickey*	Head of Trial Management
CTSU, NDPH, Oxford	Ryonfa Lee*	Trial Manager
CHaRT, Aberdeen	Alison McDonald*	Senior Trial Manager
Exeter CTU	Shelley Rhodes*	Senior Trial Manager
BRTC, Bristol	Jodi Taylor*	Senior Trial Manager

Nottingham CTU

Natalie Wakefield (manager)

UKTMN Manager

Note: members indicated with * are trial managers

Editorial Board

Aim

The aim of the UKTMN Editorial Board is to provide expert editorial input into the revision of the Guide to Efficient Trial Management and Cancer Supplement. More specifically the role of the Editorial Board is to advise on the scope, structure and content of the new edition of the Guide and Cancer Supplement as well as to ensure that the documents always remain up-to-date and key tools for Trial Managers who are members of the UKTMN.

Membership (*Sixth Edition, 2018*)

CHaRT, Aberdeen	Alison McDonald (Chair)
NPEU, NDPH, Oxford (retired)	Barbara Farrell
NMHAP RU, Glasgow	Kirsteen Goodman
INVOLVE	Zoe Gray
MRC CTU at UCL	Lynda Harper
CTRU, Leeds	Suzanne Hartley
Liverpool CTRC	Helen Hickey
Keele CTU	Sarah Lawton
ICTM, UCL, London	Helen Meadows
Nottingham CTU	Eleanor Mitchell
Exeter CTU	Shelley Rhodes

Training & Competency Framework Sub-group

Aims

The aims of the Training & Competency Framework Sub-group is to address the lack of recognition of trial management as a profession and the lack of specialised training for trial managers to progress their careers.

By developing a suite of bespoke training workshops specifically designed for the needs of trial managers and a competency framework linked to personal development it will enable individuals to progress through novice, experienced and senior roles. The sub-group will also carry out surveys to assess what areas of training need to be developed.

Membership (2019)

CTRU, Leeds	Suzanne Hartley (Acting Chair)
Liverpool CTCRC	Helen Hickey
NPEU, NDPH, Oxford (retired)	Barbara Farrell
ICTM, UCL, London	Helen Meadows
BRTC, Bristol	Jodi Taylor
York Trials Unit	Sarah Cockayne

Website Sub-group

Aim

The aim of the Website Sub-group is to ensure that the UKTMN website reflects the needs of the membership by offering a method of communication, networking and sign posting to relevant news, training and other activities.

UKTMN members join the Network through an eligibility check on the UKTMN website and thereafter have access to member only areas.

Membership

NPEU, NDPH, Oxford (retired)	Barbara Farrell (Chair)
CTSU, NDPH, Oxford	Ryonfa Lee
Exeter CTU	Shelley Rhodes
Nottingham CTU	Natalie Wakefield