



UK TRIAL MANAGERS' NETWORK EXECUTIVE GROUP

TERMS OF REFERENCE

Revised January 2023
Review date December 2023

1. Aims of the UKTMN

The UKTMN 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 by:

- Providing a forum which promotes best practice in effective management and delivery of clinical trials
- Providing a focus for the professional competencies required to effectively manage a clinical trial and thereby developing a career pathway for trial managers
- Promoting a shared understanding of the role and value of effective trial management within clinical research

1. a) *Aim of the Executive Group*

The aim of the Executive Group is to:

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

2. Executive Group

2. a) *Membership*

Members of the Executive Group will be volunteers, all of whom are involved in or have extensive experience 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 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 will be appointed to the Executive Group via a call for applications. Applications will be reviewed by the standing members. 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.

2. b) *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. The Chair is also responsible for reporting progress and updates to the UKTMN Independent Advisory Group.

2. c) *Executive Group Meeting Frequency*

The Executive Group should meet mainly by video/teleconference at least once per quarter. An annual face-to-face meeting is recommended.

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

2. d) *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.

2. e) *Meeting Procedures*

A meeting shall be quorate if at least half of the members, of whom at least one is a trial manager (indicated by * in the members' list), take part. For discussions requiring decision-making, the aim is for consensus, 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 filed electronically by the UKTMN Manager or delegate.

3. Sub-groups

3. a) *Sub-group membership*

The Executive Group can develop sub-groups for specific tasks when deemed necessary. Sub-groups will include 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 UKTMN Manager or administrative support. Executive Group members are required to volunteer to join the sub-groups.

The composition of the sub-groups is detailed in section 5 of this document.

3. a) *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.

3. b) *Meeting Frequency*

The Sub-groups should meet mainly by video/teleconference as often as necessary but at least every three months. Meeting frequency is specified according to each subgroup in section 5.

The organisation and support for the Sub-group meetings will be undertaken by the UKTMN Manager.

3. c) *Review of the Sub-groups*

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

The aim of each sub-group is defined in section 5 of this document.

4. Executive Group Membership

Eleanor Mitchell (Chair)	Assistant Prof. Clinical Trials	Nottingham CTU
Lucy Fletcher*	Funder representative, Senior Trial Manager	CTSU, NDPH, Oxford
Claire Cochran*	Trial Manager	CHaRT, Aberdeen
Sarah Cockayne	Research Fellow	York Trials Unit
Simon Connolly*	Lead Project Manager	Royal Marsden CTU, London
Riti Desai*	Senior Trial Manager	Kings College Hospital, London
Kirsteen Goodman*	Trial Manager	NMHAP RU, Glasgow
Sarah Lawton*	Head of Operations	Keele CTU
Ryonfa Lee*	Trial Manager	CTSU, NDPH, Oxford
Kat Oatey*	Trial Manager	Edinburgh CTU
Joshua Savage	Trial Team Leader	CRCTU, Birmingham
Jodi Taylor*	Head of Trial Management and Operations	BTC, Bristol
Nabila Youssouf*	Trial Manager	LSHTM, London
Natalie Wakefield (manager)	UKTMN Manager	Nottingham CTU

Note: members indicated with * are trial managers

5. Subgroup composition

5. a) Professional development group:

Aim: to execute the aims as documented in the professional development strategy and the UKTMN Work Plan.

Outputs from the group should be focused on improving recognition and development opportunities for trial managers and career paths.

Any aims as outlined in the professional development strategy specific to training or the competency framework will be executed by other subgroups respectively.

Meeting: to meet every six-weeks

Collaboration: Training group, competency framework group

5. b) Training group:

Aim: to provide and promote trial management specific training for UKTMN members

The group will be responsible for horizon-scanning and understanding UKTMN members' needs (e.g., via surveys) to prioritise training areas for trial managers. Tailor-made in-house courses should be developed and delivered in accordance with the UKTMN Work Plan. Signposting of training available via other organisations will also be the responsibility of the training group.

Meeting: to meet every six weeks

Collaboration: Professional development group, competency framework group, events/webinars group

5. c) Competency framework group:

Aim: to manage, monitor and update the UKTMN Competency, Skill and Assessment Framework.

The group will be responsible for executing aims documented in the Professional development strategy and the UKTMN work plan related to the competency framework.

The group will be responsible for conducting reviews of the competency framework to identify areas for update.

Meeting: to meet every quarter

Collaboration: Professional development group, training group

5. d) Events and webinars group:

Aim: to ensure regular events and webinars are provided for UKTMN members as per the UKTMN Work Plan.

The group will be responsible for horizon-scanning to identify event and webinar opportunities, promoting UKTMN events and ensuring external opportunities are advertised to members.

Meeting: to meet every quarter or as required, regular communication via Teams

Collaboration: Training group

5. e) Editorial Board:

Aim: to advise on the scope, structure and produce content of the new editions of the Guide to Efficient Trial Management and Cancer Supplement as well as to ensure that the documents remain up to date.

Meeting: as required, every six weeks during review periods

5. Sub-group membership:

	Professional development	Training	Competency Framework	Events and webinars	Editorial board
Eleanor	X				
Lucy					X
Claire		X			X
Sarah C		X	X		
Simon	X			X	
Riti		X		X	
Kirsteen	X				X
Sarah L		X			X
Ryonfa				X	X
Kat			X	X	
Josh				X	X
Jodi	X		X		
Nabila	X		X		