



# UK TRIAL MANAGERS' NETWORK EXECUTIVE GROUP

## TERMS OF REFERENCE

Revised February 2024  
Review date February 2027

### 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

### 2. Executive Group

#### 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, action 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

#### b) Membership

Members of the Executive Group are 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 and sub-group meetings and active contribution to ongoing work within the Network.

The Executive Group will aim to represent the UKTMN membership as members will cover a wide geographical area, experience, skills, and specific expertise, always avoiding conflict of interest. All Executive Group members 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 Clinical Trials Units (CTUs), the CTU Director. Only one nomination will be accepted at a time from each CTU or otherwise.

The majority of representation will be from Trial Management professionals, but members may have job roles outside of the trial management discipline. 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 three-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 18 members and no fewer than 12, including the Chair.

If the circumstances of a member of the Executive Group change, for example their employer or job role, the continuation of their membership will be reviewed by standing members of the group.

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

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### c) 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.

A deputy Chair may also be appointed by the group. The deputy will be responsible for chairing meetings in the absence of the Chair and attending meetings on behalf of the UKTMN at a national level when appropriate.

### d) Executive Group Meeting Frequency

The Executive Group should meet virtually at least once per quarter. When possible, an annual in-person meeting should also take place.

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

### e) Review

The Executive Group will review the Terms of Reference every three years to ensure they are current. 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.

### f) 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.

### g) Secretariat

The UKTMN Manager and/or administrative support are responsible for meeting organisation and minute taking. The UKTMN Manager will be responsible for reporting to the Executive Group regarding ongoing and planned activities. The secretariat is not considered members of the Executive Group.

## 3. Executive Group Membership

Eleanor Mitchell (Chair)	Associate Professor of Clinical Trials	Nottingham CTU
Lucy Fletcher* (Funder representative)	Senior Trial Manager	CTSU, NDPH, Oxford
Claire Cochran*	Trial Manager	Edinburgh CTU
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
Kat Oatey*	Senior Trial Manager	Edinburgh CTU
Joshua Savage	Trial Team Leader	CRCTU, Birmingham
Jodi Taylor	Head of Operations	BTC, Bristol
Nabila Youssouf*	Trial Manager	LSHTM, London

Note: members indicated with \* are trial managers

## 4. Sub-groups

### 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. It is the responsibility of each subgroup to action the relevant deliverables as listed in the UKTMN Work Plan. A record of actions and progress arising from each sub-group meeting will be taken by the secretariat. 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.

The Executive Group may alter existing or develop new sub-groups as and when required. As a minimum, the sub-groups and their composition will be reviewed when the Executive Group Terms of Reference are reviewed.

### b) Responsibilities of the Sub-group Chair

The Chair of each sub-group will be self-nominated and will stand for six months in the first instance. A new Chair may be appointed following this initial six-month period, or the standing Chair can opt to continue the role for further six-month periods. 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.

### c) Meeting Frequency

The Sub-groups should meet as often as necessary, but at least once per quarter. 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 secretariat.

## 5. Subgroup composition

### 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 at least every six-weeks

**Collaboration:** Training group, competency framework group

**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 at least every six weeks

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

**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 and action areas for update.

**Meeting:** to meet at least once per quarter

**Collaboration:** Professional development group, training group

**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, create new and promote UKTMN events and ensuring external opportunities are advertised to members.

**Meeting:** to meet at least once per quarter or as required

**Collaboration:** Training group

**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

**6. 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
Kat			X	X	
Josh				X	X
Jodi	X		X		
Nabila	X		X		