



Job title	Follow Up Coordinator	Job family and level	Research and Teaching, level 4a
School/ Department	School of Medicine, Mental Health and Clinical Neurosciences	Location	Queen's Medical Centre

Purpose of role

You will be a key member of a multidisciplinary team undertaking high quality clinical trials within the Nottingham Stroke Trials Unit (STU) working closely with the Chief Investigators, the trial team, other researchers and clinicians. You will be responsible for all follow up activities required to ensure efficient and successful data collection in order to complete clinical trials.

You will be responsible for follow-up visits, postal questionnaires and telephone calls, in addition to liaising with GP's and hospital sites as part of the follow up process. You will also be required to conduct audit and data checking of clinical trial paperwork to authorise trial payments.

You will also assist the trial manager with the set up and closedown of sites involved in the trials. You will be involved with several clinical trials and will be required to work within a team as well as independently. Travel within the UK and internationally may be required to attend trial promotion activities and conferences.

The STU has a broad portfolio of national and international stroke trials, including evaluating medical devices, medicines and complex interventions. The unit currently has approximately 40 staff and is funded from various funding bodies.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Research</p> <ul style="list-style-type: none"> To complete trial assessments and collect participant data in line with trial protocols Ensure timely and accurate collection of trial participant data In collaboration with the team, manage telephone/postal systems of data collection Manage the collection of vital status information for participants recruited into stroke trials Support the set-up of hospital sites to implement new clinical stroke trials in collaboration with the sponsors team and trial coordinator/manager Support the trial coordinator/manager to closedown hospital sites at the end of the trial 	50%

2	Professional Responsibilities <ul style="list-style-type: none"> • Ensure follow ups are managed and conducted in compliance with the relevant Standard Operating Procedures (SOPs) and Working Practice Documents (WPDs) • Maintain excellent communication with the STU team including Chief Investigator, Senior Trial Managers and Trial Managers, sites, to ensure follow up data is collected and recorded accurately • Ensure accurate and timely trial records and reports are prepared for the Trial Management Committee and Trial Steering Committee • Deliver follow up assessments training to the research team including the trial coordinators, trial managers and new follow up coordinators 	25%
3	Data Management <ul style="list-style-type: none"> • Contribute to the multidisciplinary teams development of trial case report forms, particularly the follow up forms • Work with the STU programmer and statistician and site staff to ensure timely and accurate data collection, monitoring data quality and completeness • Develop and implement a trial monitoring plan for follow up trial data to ensure the collection of high quality follow up data • Continue to develop skills in and knowledge of research methods and techniques and continue to the development or/choice of techniques, models, methods, critiques and approaches 	15%
4	General duties <ul style="list-style-type: none"> • Keep up to date with relevant clinical trial regulations and research governance • Complete relevant stroke assessment training • Provide cross team cover for team absences • Act as a resource for trial participants and site investigators 	10%
4	Other: <ul style="list-style-type: none"> • Any duties appropriate to the grade and level of the post • We recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year 	N/A

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information ▪ Evidence of sufficient breadth or depth of research methodologies and techniques to work in research area 	<ul style="list-style-type: none"> ▪ Demonstrates a desire to further develop skills and knowledge of research methods and techniques

	<ul style="list-style-type: none"> ▪ Developing research skills ▪ Ability to contribute to method improvement ▪ Analytical ability to facilitate conceptual thinking, innovation and creativity ▪ Ability to build relationships and collaborate with others, internally and externally 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of clinical trials and research ▪ Experience of preparing reports and trial related documentation ▪ Experience of completing face to face or telephone assessments with patients ▪ Demonstrate current knowledge of ethics, R&D and Good Clinical Practice 	<ul style="list-style-type: none"> ▪ Some practical experience of applying the specialist skills approaches and techniques required for the role ▪ Evidence in use of research methodologies and techniques to work within research area
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ RGN with post registration experience in clinical research OR ▪ A degree in nursing or equivalent in psychology or a relevant healthcare profession OR ▪ A degree in a relevant science degree 	<ul style="list-style-type: none"> ▪ Master's Degree, or equivalent in relevant subject area ▪ Current NMC registration
Other	<ul style="list-style-type: none"> ▪ Able and willing to travel nationally and internationally, for trial promotion meetings or conferences ▪ Ability to work flexibly to meet the requirements of the role ▪ Willingness to adopt the vision and values of the School of Medicine 	
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service 	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

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| Valuing people | Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported. |
| Taking ownership | Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations. |
| Forward thinking | Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process. |
| Professional pride | Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices. |
| Always inclusive | Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area. |

Key relationships with others

