1. Job Details
Job title: Recruitment Co-ordinator
School/Support Department: Molecular & Clinical Medicine
Unit: Division of Clinical Neurosciences, Trials Unit
Line manager: Chief Investigator

2. Job Purpose
Travel throughout UK and elsewhere as needed to co-ordinate, monitor, support & encourage all activities in all aspects of recruitment to enable participation and recruitment of patients to the Trial. This involves raising awareness of the trial, assisting potential centres through the process of enrolment, setting up new centres, training in all aspects of the trial, including Good Clinical Practice and data handling. All aspect of recruitment within centres including data monitoring and audit where necessary.

3. Main Responsibilities

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<tr>
<th>Approx. % of time</th>
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<tr>
<td>85% of time spent travelling to support &amp; co-ordinate activities in centres to enable maximum recruitment for the trial and to raise and maintain the profile of the trial within the collaboration and the stroke community.</td>
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<td>Provide support &amp; training on all aspects of specific trials, randomised controlled trials, GPC, consent and data handling for centres and all health professionals</td>
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<td>Ensure good data from sites where possible, and conduct site visits to determine protocol and regulatory compliance. Assist with missing data where appropriate.</td>
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<td>Initiate and provide information &amp; support to potential centres. To liaise with the trial team verbally and via web based systems to initiate the approval processes to enable participation in the trial</td>
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<td>Monitor and track all aspects of recruitment &amp; provide reports and feedback for team meetings, steering group etc</td>
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<td>Both attend &amp; organise meetings within UK &amp; elsewhere to maintain ongoing contact with collaborators. Identify &amp; deal with barriers to recruitment in potential &amp; existing centres.</td>
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<td>Review information from relevant scientific literature and present at meetings</td>
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<td>Provide updates on the progress &amp; results of trial to funders by reports, articles in journals, to collaborators and the wider community via platform presentations &amp; posters at meetings. Disseminate the results of trials and ensure this is assimilated into the stroke community.</td>
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4. Planning and Organising
Pre-empt & respond to issues and queries from centres & trial team, arrange appropriate support.
Respond to enquiries from potential centres either by arranging to visit, if appropriate or to send further information. To follow up such queries in a timely fashion.
Liase with team to arrange to visit centres as they are ready to recruit & to follow this up once recruiting to ensure correct data input.
Ongoing training and continued support of centres, depending on staff turnover, local issues & barriers to recruitment.
Set challenges with the support of the team for specific timely activity to improve recruitment
Arrange collaborators meetings to maintain sense of collaboration with centres
Deadlines for submissions to scientific meetings
Plan effective use of time when travelling

5. Problem Solving
All barriers to recruitment & how to overcome such issues at a local and national level, using local knowledge combined with national strategies to come to an agreement how to improve & resolve issues.

Lack of knowledge & awareness of Randomised Controlled Trials in centres. Giving the confidence, training & information to allow participants to recruit correctly, & to provide good clean data for the trial.

Knowledge of legislation ( GCP, EU directive, consent and local ethics committee) useful.

6. Decision Making
Decide in conjunction with Trial team the status of centres: whether to continue with discussions about joining the collaboration or discuss continuing as a recruiting centre or to suspend a centre from recruiting. To raise issues of concern for discussion at monthly meetings.

Accountable for budget, but to discuss with Chief investigator & Trial Manager any costly projects e.g. visits to specific centres, meetings or equipment.

Prioritise own work schedule dependant on needs of the trial, the team, active & potential centres, based on a balance of time, cost & return of patients to recruit, & data to be returned.

7. Key Contacts/Relationships
With local, national & international stroke and stroke research community to maintain the professional profile of the trial and of the dept, which raises awareness of the trial and to be able to use the intimate knowledge of stroke care and evolving stroke services to maximise and encourage participation in the Trial.

With other trial teams and academic departments, Royal Colleges, auditors etc to be aware of changes in recruiting pressures, funding, closeouts, audit, to maintain the position of CLOTS as an active recruiting trial. Also to keep up to date with stroke specific meetings where potential & active collaborators will be attending. In touch with Medical Illustrations for posters for meetings.

With the trial team in Edinburgh office to maintain the flow of information about potential and active centres, and also to be informed about recruitment & data issues

8. Knowledge, Skills and Experience Needed for the Job
Working knowledge of clinical trials including GCP, ICH & the EU directive, the laws & guidance covering obtaining consent and adults with incapacity; the structure & funding of the NHS in differing countries of UK.

Knowledge of UK stroke services, and a typical patient journey through that service, from an imaging, nursing and medical perspective to allow for liaison with various members of the hospital team, and for negotiation with the services involved to remove barriers to recruitment. Can influence decision to take part in trial

Experience & understanding of hospital hierarchies, professions, protocols & etiquette, A degree level of understanding and interpretation of scientific papers, results and statistics very useful A background in biomedical science or nursing helpful. A knowledge of local NHS circumstances and key decision makers very useful, as well as funding constraints, local politics and personalities

An ability to work independently, on own initiative & to be flexible, but to also to work as part of a team, even when not visible as such. To be able to deal with all aspects of organising travel & work within a budget.
9. Dimensions
In touch with all the stroke units within the UK NHS and others worldwide. Point of contact for the
Dept of Clinical Neurosciences & through a network of contacts promote the neurosciences trials
unit.
Assimilation of information from trial to influence guidelines and practice of care for stroke patients
to improve outcomes for the patients

10. Job Context and any other relevant information
This is a job, very much out in the centres and dealing with a diverse group of collaborators with
varying degrees of knowledge of trials and research, from academics to junior nursing staff. The
collaborators are also working within the constraints of an evolving stoke service within a financially
constrained NHS.
It takes organisation & planning to maximise the resource of the co-ordinator, & an awareness of
the public role that being seen as representing the dept brings.