National Institute of Academic Anaesthesia

Job Description
Director, UK Perioperative Medicine Clinical Trials Group

Post Title: UK Perioperative Medicine Clinical Trials Group Director
Organisation: National Institute of Academic Anaesthesia (NIAA)
Responsible to: Professionally responsible to the Health Services Research Centre (HSRC) Executive Management Board
Managerially responsible to the Chair of the NIAA Board
Administratively responsible to the RCoA Director of Education and Research

The post is a 3 year fixed term appointment subject to annual review.

Main function
Role: The Clinical Trials Group Director will provide leadership for all aspects of the Clinical Trials Group.

Specific duties and responsibilities - these will involve (but not be limited to):

- Leading the planning and implementation of the Clinical Trials Group with the aim of creating a nationally recognised clinical trials group capable of supporting world class multi-centre clinical trials.
- Engaging and working effectively with the appropriate stakeholders in the Clinical Trials Group, in particular with the NIAA and its founding and funding partners, the NIAA-Health Services Research Centre, trainee research networks (in particular RAFT), the James Lind Alliance Anaesthesia Perioperative Care Priority Setting Partnership and relevant patient and lay groups including the HSRC Patient, Public and Carer Involvement and Engagement Group.
- Engaging with existing Clinical Trials Units with the aim of involving them in studies and learning from their experiences.
- Building the appropriate administrative processes and staffing to support the Clinical Trials Group and the implementation of the trials.
- Establishing a network of local investigators for the project in NHS hospitals nationally, who will recruit patients to trials.
- Supervising the creation of a reporting system that enables collection and measurement of performance metrics.
- Establishing an open transparent, peer reviewed and defensible process for identifying trials to be considered by the Clinical Trials Group.
- Overseeing all aspects related to selected trials including data collection, data storage and data management to the highest levels of probity and confidentiality in accordance with the stipulations of regulatory bodies and seeking consistency and economies of scale within the context of NIAA/HSRC activities.
- Developing a Clinical Trials Group communications strategy and handling media and lay/public enquiries relating to the Clinical Trials Group appropriately, including managing risks associated with the Clinical Trials Group and individual trials (e.g. adverse media interest during the project, breaches of confidentiality) in a manner that is consistent with the Clinical Trials Group's risk management plan, in conjunction with the RCoA's Director of Education & Research.
- Creating, maintaining and promoting a website for the Clinical Trials Group and as required, social media and other communication tools to promote and inform people about the Clinical Trials Group.

- Reporting on progress of the Clinical Trials Group at regular intervals to the HSRC Executive Board, the NIAA Research Council and Board and as requested to the Councils/Boards of the founding partners of the NIAA.
- Co-ordinating the writing and publication of a review of the Clinical Trials Group on an annual/bi-annual basis. Other outputs or publications may include:
  - Writing a six monthly report on the Clinical Trials Group for the Annual Reports of the Founding Partners of the NIAA
  - Contributing to the NIAA Comprehensive Review
- Leading the planning and delivery of educational days to support the work of the Clinical Trials Group.
- Creating an educational programme to support the development of investigators.
- Co-ordinating the production of educational material to support the work of the Clinical Trials Group.
- Creating a succession policy to ensure that there are investigators trained and experienced to take on chief investigator roles.
- Responding to queries from administrative staff, investigators and other stakeholders in a timely fashion.
- Co-ordinating any additional projects which may arise from the Clinical Trials Group.
- Planning and development of potential successors for the role of Clinical Trials Group Director.

Remuneration

There is no direct payment for the role. The post is supported by the cost of 2 periods of professional activity (2 PAs) per week in order to enable the successful candidate to dedicate a minimum of 8 hours per week to the project. It is anticipated that the workload of the project will fluctuate and the appointee will need to be able to be flexible enough to dedicate considerably greater amounts of time to the project when this is required.

Line management

The successful candidate will be managerially responsible to Professor Mike Grocott, Director of the HSRC who will be able to advise on the HSRC's and the NIAA'S goals regarding the Clinical Trials Group and the needs of the project. The successful candidate will also be administratively responsible to the RCoA's Director of Education and Research and will be subject to an annual appraisal.