



## **Trial Management Operational Group**

### **Supplementary Terms of Reference**

The main aim of the group is to develop and share best practice with a view to promoting high quality, effective Trial Management across all registered CTUs.

#### **Key Objectives**

1. Identify the key issues and priorities for Trial Managers across the Network of registered CTUs. These include day-to-day operational, governance and strategic challenges/issues and practices. Design, develop and deliver projects to address these identified priorities and issues.
2. Provide effective policy guidance to the Network on specific and appropriate issues/topics that affect Trial Management. This may include producing written responses to requests for a TM position on legislative/funder or governance changes. Specifically to respond to consultations on legislative and regulatory changes affecting Trial Management in the UK on behalf of the UKCRC Registered CTU Network, ensuring that all units have an opportunity to contribute.
3. Identify and develop new best practice to be published and disseminated across Registered CTUs.
4. Co-ordinate and support the planning of 1-2 annual meetings/workshops for Registered CTU Trial Managers. This includes working with the Network Secretariat to set an agenda, source venues and organise speakers, using the annual budget for the Sub-Committee.
5. Work closely with other CTU Network Operational and Task & Finish Groups to identify and address cross-functional issues and practices.
6. Identify and develop strategic and operational relationships with other relevant organisations/groups in order to improve access to timely information regarding TM issues and sharing of best practice.
7. Liaise with the UK Trial Managers Network on a regular basis to develop standard approaches to common issues where appropriate.
8. Act as a focal point for communication to/from key stakeholders such as the MHRA, NIHR, UKTMN, other bodies and groups within the UKCRC and any other TM or clinical trial related groups which the membership of will provide extra value to the community.

#### **Membership**

Membership of this Group will be appointed by the UKCRC CTU Network Executive Group following a recruitment exercise. The Group will be composed of 6 members including 1 representative from the UKTMN to ensure cross organisational learning and efficiencies.



For more information on terms of membership, please see General Groups' Terms of Reference.

**Priorities (to be determined by new group)**