Job description

Job title:	Clinical Data Officer [freelance]
Division:	Society Engagement Team
Grade:	£19 per hour, 14 hours per week
Reports to:	Clinical Programme Officer
Direct reports and team:	N/A
Size of budget:	N/A
Overall purpose of the role:	The Clinical Data Officer will support the delivery of the Society's research projects, specifically the real-world data registries. The Society are collecting real world data from multiple endocrine conditions across the UK. Training will be provided covering all trial activities including the trial protocol, screening and recruitment, trial database data entry, participant randomisation and data collection procedures. The Clinical Data Officer will be expected to work independently according to an agreed plan and under supervision within the Society.
Key objectives:	• Data Collection from sites across the UK and Ireland for the Society's research projects • Assist with the project management of the Society's research projects
Date:	November 2024

Responsibilities

Key responsibilities		**% of time**
Strategic	• Continual assessment of the data collection strategy of the Society	5%
Operational	• Ensure all trial activities are undertaken in adherence with the study protocol • Organise data collection opportunities associated with the research study. • Collecting data from patients notes regarding the treatment in line with the study protocol and database, this will involve travel to NHS trusts across	85%

	the UK and Ireland • Completion of screening logs to capture data on participants approached and consented. • Monitoring of sites compliance of delegation logs and the Trial Master File • Liaise with the study sponsor, clinicians and research collaborators. • To support writing papers for publication during dissemination of results. • Ensure compliance with research and clinical governance guidelines, training, data protection and ethical requirements including ICH-GCP training and local trust Research Passports • Support the management of the Real-World Data Registries platform, data access requests, ethics application and development of project essential documents and ethics applications • Collaborate with the Marketing and Communications team to raise awareness and recruit members to participate in clinical practice initiatives. • Monitor and support research projects to time and target, writing reports for funding and newsletter to inform study progress	
Financial	• Monitor the travel expenses incurred in line with the grant budget per project	10%

Person specification

Skills and experience	
Technical skills:	• A background in data collection in clinical settings • Experience with research language • Training to undergraduate degree level in biosciences or healthcare subject • Strong project management skills • Ability to effectively influence internal and external stakeholders at all levels from a range of backgrounds to successfully deliver projects • Excellent written communication skills, adaptable to different audiences

	• Strong influencing, persuading and negotiating skills • Excellent administrative and organisational skills
Experience:	• Experience of working in a healthcare, academic or research setting • Experience of working with multiple external partners • ICH – GCP training
Behavioural competencies:	• Proactive, solutions-orientated approach • Sound judgment • Ability to think strategically and identify opportunities • Ability to adapt approach based on feedback, to achieve the desired result
Other relevant requirements:	• Willingness to travel within the UK and Ireland for the majority of the contract