ICR The Institute of Cancer Research

Clinical Trial Assistant (industry placement)

Candidate Information

March 2024

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years.. Together with our hospital partner, The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide.

As well as being a world-class institute, we are a college of the University of London. We are consistently in the top performing universities in the league table of university research quality compiled from the Research Excellence Framework (REF 2014 & 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public.

We have more than 1000 staff and postgraduate students across three sites located in Chelsea and Sutton.

The Clinical Trials and Statistics Unit (ICR-CTSU)

Under the co-directorship of Professors Judith Bliss and Emma Hall, the ICR-CTSU is an internationally recognised, methodologist-led academic clinical trials unit (CTU), with over 30 years' experience in the design, conduct and analysis of cancer clinical trials. ICR-CTSU receives programmatic core funding from Cancer Research UK and is UK Clinical Research Collaborative registered.

ICR-CTSU translates cutting-edge science into quality clinical trials that can transform cancer care, by:

- Leading patient-centred trials of smarter, kinder therapies that treat cancer more precisely
- Transforming the way we design and conduct trials with innovations in trial methodology
- Learning as much as we can with integrated translational research and data science
- Championing purposeful and inclusive patient and public involvement
- Embedding research to improve the sustainability of our trials
- Supporting interdisciplinary training to empower the next generation of trialists.

ICR-CTSU's portfolio of national and international phase II and III trials covers a wide range of disease sites from common cancers (e.g. breast, prostate, lung) through to rarer malignancies (e.g. myeloma, ovarian, testicular, penile). Our cross-cutting Integrative Genomic Analysis team facilitates interrogation of the wealth of emerging trial data to further understand mechanisms of action and markers of treatment sensitivity or resistance and to translate novel diagnostic, prognostic and therapeutic strategies into clinically relevant biomarker driven trial designs. Our Early Phase and Adaptive Trials team provide methodology leadership to an expanding number of early phase trials, many run in collaboration with the Drug Development Unit, a globally leading joint unit of ICR and The Royal Marsden NHS Foundation Trust.

Some highlights which demonstrate the breadth and impact of our portfolio include: The FAST-FORWARD trial provides evidence that a 1-week course of radiotherapy in fewer but larger daily doses is as safe as the standard 3-week therapy for women following surgery for early stage breast cancer (Lancet 2020) and is the most recent of our long-standing portfolio of phase III radiotherapy trials to report practice changing results. Our plasmaMATCH breast cancer trial provides pioneering evidence to support the use of liquid biopsy ctDNA mutation detection to inform targeted treatment selection thus avoiding the need for invasive tumour biopsies. The study identified two agents with clinically relevant activity observed in the ctDNA mutation positive cohorts (Lancet Oncol 2020). In upper tract urothelial cancer we have demonstrated that adjuvant chemotherapy improves outcomes for patients (The Lancet 2020) and our TOPARP study led to FDA Breakthrough Designation of olaparib for advanced prostate cancers with BRCA and other DNA repair defects and has catalysed development of molecularly stratified treatment strategies for prostate cancer (Lancet Oncol. 2020).

Our methodology work includes the DEFINE study - SPIRIT and CONSORT extensions for early phase dose-finding trials – to enhance transparency and reproducibility for trial protocols and reports (BMJ 2023; BMJ 2023).

We are a multi-disciplinary CTU, with more than 90 staff including statisticians/trial methodologists, clinical trial programme managers, trial managers, data managers, research IT programmers and administrative support staff.

We have over 75 multi-centre trials in set up, open to recruitment, or in active or long-term follow-up. Our senior management team hold leadership roles shaping clinical research at the local, national and international level.

Further information is available at:

ICR	www.icr.ac.uk | **Twitter** @ICR_London| **Facebook** www.facebook.com/theinstituteofcancerresearch
ICR-CTSU	https://www.icr.ac.uk/our-research/centres-and-collaborations/centres-at-the-icr/clinical-trials-and-statistics-unit **Twitter** @ICR_CTSU

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Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.

Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.

Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.

Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.

Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.

Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.

Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.

Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. *They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones."*

Professor Kristian Helin
Chief Executive

Our mission is to make the discoveries that defeat cancer.

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Job description

Department / division:	ICR-CTSU, Division of Clinical Studies
Pay grade / staff group:	Work placement, salary £11.95 per hour (£21,808 per annum)
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed term contract for 9 - 12 months
Reports to:	Senior Data Manager/ (Senior) Trial Manager
Main purpose of the job:	To support the ICR-CTSU in the delivery of their investigator-initiated phase II/III clinical trials by providing data management and administrative support to trial & data managers and trial administrators for a number of multicentre randomised controlled trials of cancer treatments. The post holder will work closely with members of the ICR-CTSU trial team including trial & data managers, trial statisticians and trial administrators.

Duties and responsibilities:

Management of data and samples

Enter and review clinical data on clinical study databases.
Perform data checking and cleaning.
Raise data queries, and liaise with centres to resolve them.
Chase outstanding data and biological samples from hospitals.
Log and monitor return of case report forms (CRFs) and queries, escalating any issues as appropriate.
Log, monitor and reconcile biological sample collection between participating hospitals and central laboratories.
Draft summary reports to assist the Trial Manager and Statistician in oversight of trial data.
Assist the trial team to provide study-specific data management training for research teams at participating hospitals.

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Request screening log data from sites, query as required and enter data.

Administrative Duties

Assist with the maintenance of record management systems for all trial material, including patient data.
Assist in preparation and/or maintaining up to date trial related documentation such as Trial Master and Site Investigator Files
Prepare and distribute trial supplies e.g. sample collection kits
Assist in the processing of trial correspondence.
Deal with relevant telephone queries about the trial(s) as necessary.
Take and draft minutes of meetings as required
Organise meetings for the trial team

General

Attend and contribute to team meetings (Unit and Trial level) and Trial Manager/Data Manager meetings
Support trial teams in study closure
All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations
Any other duties that are consistent with the nature and grade of the post that may be required.
To work in accordance with the ICR's Values.
To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.
This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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Person specification

Education and Knowledge

Educated to GCSE level or equivalent including English and Maths	Essential
Educated to ‘A’ level or equivalent	Essential
Studying for 1st degree in life sciences	Essential
Office or computer skills qualification (e.g. GNVQ, CLAIT)	Desirable

Skills and Experience

Proven ability to work accurately with attention to detail	Essential
Good written and oral communication skills	Essential
High level of computer literacy	Essential
Proven ability to use Microsoft Office packages (Word, Excel)	Essential
Assertive and articulate with the ability to communicate effectively	Essential
Problem-solving skills	Essential
Ability to use electronic systems for recording and managing information	Essential
Ability to work to agreed deadlines	Essential
Ability to work as part of a team	Essential
Ability to adhere to written procedures	Essential
An interest in cancer research	Essential
Ability to work with confidential information	Essential

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact ICR-CTSU for further information by emailing ctsu@icr.ac.uk. This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.