ICR The Institute of Cancer Research

Clinical Trial Assistant

Candidate Information

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. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. 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 came second in the league table of university research quality compiled from the Research Excellence Framework (REF 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 – in Chelsea and Sutton.

Drug Development Unit

The Drug Development, within the Institute of Cancer Research and the Royal Marsden, is one of the leading Phase-1 Clinical Trials Unit in the world. The Unit, led by Professor Johann de Bono, comprises of Clinicians, Research Nurses, Scientists and administrative support staff.

The main aim of the Unit is to fast track the development of anti-cancer drugs, designed and synthesised in ICR or developed by CRUK or developed by industry collaborators, to maximise their potential towards the care of cancer patients. The Unit operates as a conduit, between laboratory research and clinical research that is fundamental to the modern drug development process.

The DDU has a large portfolio of academic and industry collaborators, both national and international. The Unit is one of the Experimental Cancer Medicine Centres (ECMC) in the UK, and also part of CRUK Convergence Science Centre and NIHR-Biomedical Research Centre at the ICR and RM. The Academic and Industry partnerships bring together excellent clinical researchers and expedite early phase drug development activities. Our established industry partnerships that allow us to accelerate trial setup and establish broader relationships across multiple projects.

Our mission is to make the discoveries that defeat cancer.

Clinical Trial Assistant
Candidate Information

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

Clinical Trial Assistant

Candidate Information

Job description

Department / division:	Drug Development Unit / Clinical Studies
Pay grade / staff group:	Professional Services 7 (Work Placement)
Hours / duration:	Full time (35 hours per week, between 08:00-18:00) Monday to Friday Fixed term contract for 1 year
Reports to:	DDU Sub-team Leads and Deputy Head of Operations
Accountable to:	Head of Operations
Main purpose of the job:	To provide clinical trial administrative assistance to the Drug Development Unit (DDU) to ensure the efficient and successful delivery of clinical trials according to Good Clinical Practice (GCP), Standard Operating procedures (SOPs), trust Policies and all applicable regulations and governance. To provide support to DDU in daily trial activities and assist Clinical Trial Management Team with administrative tasks & to support data flow within the team. To ensure timely and accurate delivery of assigned work within the team. To effectively communicate with team members.

Clinical Trial Assistant
Candidate Information

Duties and responsibilities:

Administrative support to the team

- To assist study team in screening study patients & ensuring all documents are appropriately filed.
- To work with study team towards collating study data and if required transcribing study data to CRFs.
- To assist DDU with printing, scanning, photocopying, and uploading study related documents.
- To provide support to study team with filing of study documents in Investigator Site Files and patient related study files.
- To provide support to study team in preparing trial folders and filing essential documents in trial folders.
- Ensure and collection of clinical trial records (case notes, medical notes etc.) as needed for screening, monitoring and audit purposes.
- Support research team with transport of essential documents between ward and offices and collection of essential signatures from site staff.
- To manage large number of scanning, uploading tasks as well as communications (emails, and posts) on a daily basis and liaise with study team as required.
- Support study team with preparations for sponsor / external audits or regulatory inspections.
- Work with study team towards archiving study documents.
- To support Administrative Team for holiday cover, and attending to essential administrative tasks.
- To support team in shipping study related materials.
- To support team in completing study forms, if required.

Communication

- Verbal and Written communication with colleagues.
- Communicate effectively and appropriately with site staff at all levels.
- Participate in team meetings.
- Communicate with Collaborators, Pharma partners, study sponsors whenever required.

Clinical Trial Assistant
Candidate Information

Decision making / Planning

- Follow GCP, SOP, standard practice and relevant study protocols.
- Plan and organise workload.
- Prioritise workload.
- Work independently using own initiative (Site staff are available as point of reference for any queries and will meet regularly).

General

- To work in a flexible manner and be organised
- Meeting objectives and deadlines.
- To adhere to the regulatory rules and safety regulations of the Institute of Cancer Research and Royal Marsden Hospital.
- To complete all internal trainings including GCP, IG, HTA.
- Prepared to perform other duties as required, which are consistent with the grade of the post.

Confidentiality

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time, unless to do so is in the best interest of the individual. In this instance a Senior Team Member would appropriately advise the post holder.

Computer data should only be accessed if this has been authorised and is necessary as part of your work.

The post holder must abide by the requirements of the Data Protection Act at all times.

Post holder may undertake any other work in line with the pay grade and as required for the team

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.

Clinical Trial Assistant
Candidate Information

Person specification

Education

At least A level or equivalent	Essential

Skills and Knowledge

Careful, reliable, motivated individual with a flexible approach to work	Essential
Well organised, systematic approach towards work	Essential
Good computer skills	Essential
Good telephone manner	Essential
Team worker	Essential
Respect for confidentiality	Essential
Good written and verbal communication skills	Essential
The capacity to learn and use software programmes and databases	Desirable

Experience

Secretarial and/or administrative or clerical experience and experience in maintaining efficient filing systems	Desirable
Experience of data input and databases	Desirable
Experience of working in a health-related area	Desirable
Experience of organising own workload	Desirable

Clinical Trial Assistant
Candidate Information

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. This will increase by a further day after 2 years' and 5 years' service.

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

If you require further information, you may contact Lydia Turner by emailing ddu@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.