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Clinical Trial Monitor

Department/Division/Faculty:	Department of Surgery and Cancer / Division of Anaesthetics, Pain Medicine and Intensive Care / Faculty of Medicine
Campus/Location:	St Mary's Campus
Job Family/Level:	Professional Services Level 3b (Salary scales)
Responsible to:	Clinical Trials Manager
Line management for:	N/A
Key working Relationships (Internal):	Clinical Trial Managers, Clinical Trial Monitors, Research Fellows, Critical Care Research Group
Key Working Relationships (External):	Sponsors, Members of the public, Study participants, participating site teams and investigators, R&D teams, external collaborators, central lab team.
Contract type:	Full/Part time for a fixed term of 12 months in the first instance – 4 positions available

Purpose of the Post

This is an exciting opportunity to join a friendly multi-disciplinary team and play an important role working on a number of large clinical trials. The post-holder will work across several international, national and local studies including, a platform trial investigating the best way to treat community acquired pneumonia and influenza in hospitalized patients on ICU/wards (REMAP-CAP) funded by the European Commission and the NIHR, a platform trial looking at using precision medicine to treat patients with ARDS (PANTHER) funded by the NIHR, and a trial looking at PCR based diagnostics, fluid therapy, GM-CSF for sepsis in Critical Care (SepTiC), also funded by the NIHR. The post-holder may also support other critical care trials managed by this team.

The person appointed will play a vital role supporting the Trial Managers/Monitors in critical care research. The post-holder will work closely with the Trial Managers/Monitors in managing recruitment, site set up, data checks, and communication with sites. Site monitoring will be required, this will include some on-site and remote visits, travelling in the UK may therefore be required.

In addition, the post holder will provide core administrative support to the studies and contribute to the collection of data. They will be involved in study inbox management, document tracking/filing for TMFs and tasks such as preparing sample kits and ISFs, as well as raising POs and tracking payments for participating sites. The successful candidate will be encouraged to take a broad interest in the field of critical care research as a whole.

Key Responsibilities

Your key duties and responsibilities will be to support in:

Site Management:-

- Be responsible for all coordination and administrative activities, including some data management, to ensure the efficient running of the trials.
- Establish and maintain good communication between all key stakeholders e.g., study teams, sponsors, funders, investigators and staff/participants at participating sites, R&D teams, external collaborators and the central lab team.
- Provide a point of contact for study participants who have queries about the study, including discussion about trial arm allocations and eligibility.
- Monitor clinical research within the team and advise teams/sites on best practice (GCP), under the guidance of the study manager
- To work according to local SOPs/WIs and amend/implement new SOPs/WIs as required.
- To manage regular communication with sites, including producing monthly Newsletters and ensure all site documents are kept up to date
- To maintain the study databases, check data and provide database support and training to sites.
- To maintain working knowledge on all aspects of the trial protocols and provide advice on study procedures with sites
- To support the study managers/monitors in initiation, monitoring, and close out visits whether remotely or on-site
- To assist in keeping study trackers up to date

Data Management:

- To ensure that clinical research study recruitment records and/or clinical databases are accurately maintained and staff informed of the progress of the study recruitment
- To ensure monthly recruitment accruals are confirmed for NIHR supported studies each month, where applicable.
- To contribute with developing and implementing comprehensive procedures for timely and clear reporting of trial status including progress and recruitment rates
- To collect and collate information on recruitment processes and report to the trial team
- To produce monthly recruitment metrics and reports and newsletters to the Sponsor and sites and highlight any recruitment issues

Monitoring

- To verify/manage patient informed consent forms, site files, Serious Adverse Events (SAEs) and check for accuracy and completeness of source/eCRF data (SDV) on study visits
- To set up site initiation, monitoring and close out visits, travelling to sites as required
- To write reports and follow up letters to sites following site visits and ensure action points are followed up with sites in a timely manner
- To facilitate the correct completion of patient record forms and to investigate missing forms and data
- To raise any areas of concern identified at site visits with the Trial Manager
- To contribute to the development of study documentation, under the guidance of the study manager.

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- To distribute and supervise all study documentation and equipment required for the purpose of the study
- To collaborate with regional pharmacies for the distribution, receipt, storage, stock control and disposal of study drugs under the direction of the Trial Manager, and manage the reporting of this process during site visits
- To monitor study drug accountability at sites, reconcile unused study drugs and manage study drug destruction.
- To maintain a log of site statuses and track recruitment
- To offer administrative and research support to the study team as required including giving guidance and support to less experienced monitors

Administration

- To provide administrative support to the study team - including the Trial Managers/Monitors and Clinical Research Fellows
- To maintain the studies' Trial Master File and archiving of study documentation when required.
- To ensure trial documents are dealt in line with protocol, and ICH-GCP requirements.
- To maintain administrative systems for designated clinical research projects, including excellent filing systems, database entry and management.
- To prepare/print ISFs for participating sites
- To prepare sample kits for participating sites
- To raise Purchase Orders and track payments to participating sites

Other Responsibilities:-

- Communicate well with all members of the internal study teams, sites and site teams and Sponsors.
- Communicate effectively with external stakeholders as and when needed.
- Support monitoring and project activities using Microsoft Excel spreadsheets and other tools
- Able to show initiative, contribute to new ideas and processes, able work independently and collaboratively.
- Learn and adapt to procedures, while confidently using all related equipment such as scanners, computers and telephones.
- Work with other members of the team to ensure quality standards are adhered to and confidentiality maintained.
- To attend regular meetings with other study staff, including the PI and other site staff
- To participate in, and contribute to, the academic programme of seminars and staff meetings in the department
- To undertake relevant research related training such as GCP and maintain an up to date knowledge of research regulations.
- To comply with all relevant research regulations e.g. the Human Tissue Act, Department of Health Research Governance Framework, GDPR and GCP requirements.
- To observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Business Continuity, Data Protection, Equal Opportunities, Ethics related, External Interests, Financial Regulations, Health and Safety, Sexual Harassment Awareness, Imperial Expectations, Information Technology and Security, and Smoking.

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following:	
Education	
A science degree (BSc) or equivalent experience	E
Willingness to undertake Good Clinical Practice (ICH-GCP)	E
Experience	
Experience of working in CTIMPs	E
Experience of working within the NHS or academic clinical research setting	E
Experience of working in critical care	D
Experience of recruiting participants into research from a wide range of backgrounds.	D
Experience of recruitment database software	E
Experience and understanding of accurate data management	E
Previous experience in an academic department in a University / clinical research environment	E
Experience of remote and/or on-site monitoring	E
Experience of administration support; filing, managing TMFs and managing study documents	E
Experience of supporting a large team and communicating with people across multiple sites	
Excellent verbal communication skills and the ability to effectively communicate over the telephone and on video conferences effectively.	E
Excellent interpersonal skills, and ability to communicate well in a multi-disciplinary team	E
Ability to work independently as well as part of a team	E
Skills & Abilities	
Excellent organisational skills	E
Ability to manage own workload, prioritise and work under pressure	E
Evidence of strong IT literacy	E
Ability to handle confidential information	E
Other	
Willingness to work as part of a team and to be open-minded and cooperative	E
Willingness to undertake any necessary training for the role	E
Flexible attitude towards work	E

Discipline and regard for confidentiality and security at all times	E
Willingness to travel nationwide as required for site visits	E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment [on our webpages](#).

October 2026