

<b>Post Title:</b>	Deputy Director of the UK Perioperative Medicine Clinical Trials Network (POMCTN)
<b>Organisation:</b>	National Institute of Academic Anaesthesia (NIAA)
<b>Responsible to:</b>	Professionally responsible to the CTN Director Managerially responsible to the Chair of the NIAA Board Administratively responsible to the RCoA Director of Clinical Quality & Research

**The post is a three-year fixed term appointment subject to annual review.**

### **Main function**

Role: The Clinical Trials Network Deputy Director will support the Director in delivering all aspects of the Network's activities.

### **Specific duties and responsibilities**

These will involve (but not be limited to):

- Supporting the director in leading the development and activities of the Clinical Trials Network with the aim of creating a nationally recognised clinical trials network capable of supporting world class multi-centre clinical trials.
- Engaging and working effectively with the appropriate POMCTN stakeholders, in particular with the NIAA and its founding and funding partners, the NIAA Health Services Research Centre, trainee research networks (in particular RAFT), the James Lind Alliance Anaesthesia Perioperative Care Priority Setting Partnership and relevant patient and lay groups including the HSRC Patient, Public and Carer Involvement and Engagement Group.
- Develop and maintain the administrative processes and staffing to support the Clinical Trials Network and the implementation of the trials.
- Support the network of local POMCTN investigators in NHS hospitals nationally, who will recruit patients to Network adopted trials.
- Creating content for the Network website and as required, social media and other communication tools to promote and inform people about the Network.
- Engaging with Clinical Trials Units with the aim of involving them in studies and learning from their experiences.
- Deputising on occasion for the Director to report on progress of the Clinical Trials Network at regular intervals to the NIAA Research Council and Board and as requested to the Councils/Boards of the founding partners of the NIAA.
- Supporting the writing and publication of a review of the Clinical Trials Network on an annual/bi-annual basis. Other outputs or publications may include:
  - Contributing to six-monthly report on the Clinical Trials Network for the Annual Reports of the Founding Partners of the NIAA.
  - Contributing to the NIAA Comprehensive Review.
- Leading the planning and delivery of the Network annual meeting, educational days, and the Clinical Trials Network contributions to NIAA meetings.
- Supporting an educational programme to develop POMCTN investigators.
- Co-ordinating the production of educational material to support the work of the Clinical Trials Network.

**Remuneration**

There is no direct payment for the role. The post is supported by the cost of one period of professional activity (1 PA) per week in order to enable the successful candidate to dedicate a minimum of 4 hours per week to the project. It is anticipated that the workload of the project will fluctuate and the appointee will need to be able to be flexible enough to dedicate considerably greater amounts of time to the project when this is required.

**Line management**

The successful candidate will be professionally responsible to the Director of the Clinical Trials Network. The successful candidate will also be administratively responsible to the RCoA Director of Clinical Quality & Research and will be subject to an annual appraisal.