



Job description

Members of the HNCIG International Trials Platform Working Group

Background:

The Head Neck Cancer International Group (HNCIG) is establishing an International Clinical Trials Platform to facilitate collaboration between its Member Groups, and the running of multinational academic and industry trials in head neck cancer.

To develop an implementation plan for the ITP, HNCIG is establishing a task-and-finish ITP Working Group (ITP WG) which will be part of the Clinical Trials Scientific Committee chaired by Dr. Ana Gomes and Dr. Melvin Chua. The ITP Working Group will be jointly chaired by Drs. Melvin Chua and Hisham Mehanna.

HNCIG is inviting interested individuals including clinicians, academics and clinical trial staff to apply for membership of the ITP WG. Experience in international clinical trials (whether academic or industry) is desirable, as is experience in trial delivery, regulation, monitoring and design. Early career researchers are also encouraged to apply, even if they do not have experience in trials, provided they are willing to be actively involved.

Scope of the working group:

1. develop a plan of action and a detailed process map for the set up and implementation of the ITP
2. develop the documentation the required for the implementation of the ITP, including, for example, a study set up process document, and a template contract with industry.

Term:

The term of the ITP WG will be 18 months in the first instance.

The ITP WG will meet monthly online, with email communication and working in between.



Roles and responsibilities:

In a timely and committed fashion, undertake the following:

1. contribute to the development of the ITP implementation plan
2. contribute to the development of the necessary documentation for the ITP implementation
3. source and collate the experiences of other irrelevant groups in this field
4. source and contact relevant collaborators who may contribute knowledge or expertise to the ITP and its establishment
5. write reports and present on the progress of the project
6. publicize the outputs of the ITP working group and advocate for the ITP.

Attributes:

HNCIG is looking for individuals who are:

1. motivated and self-directed
2. have the capacity to deliver on the work required
3. team players willing to collaborate with other members of the ITP WG to deliver outputs
4. respectful and welcoming.

In addition:

1. experience in running or participating in multinational clinical trials or in the delivery monitoring and governance of clinical trials would be beneficial, but is not an essential requirement
2. does not have to be a clinician or be a PhD holder.