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Clinical Trials Co-ordinator

Hiring organization
King Healthcare

Employment Type
Full-time

Industry
Private Hospital/Clinic

Job Location
London

Base Salary
£ 30,000 - £ 33,000

Description

Clinical Trials Coordinator
Location: Private Clinic – Harley Street
Contract: Full-time, permanent
Hours: 40 hours per week, on-site
£30,000 – £33,000 plus company benefits

Join a leading Clinical Trials and Research team

Our client is looking for an experienced, highly organised and motivated **Clinical Trials Coordinator** to join their Clinical Trials and Research Department.

Working alongside **a world renowned professor in his field**, the Lead Clinical Trials Coordinator and the wider multidisciplinary research team, you will play a key role in coordinating and delivering a diverse portfolio of clinical trials, research studies and clinic-initiated research projects.

This is an exciting opportunity for someone with experience in **clinical trials, clinical research or research coordination** who is looking to take on a varied role with significant exposure to cutting-edge ophthalmic research, advanced diagnostic technology and scientific publication.

The role

As Clinical Trials Coordinator, you will support the organisation, initiation, delivery and ongoing management of multiple research projects and clinical trials.

The role will span both the **Clinical Trials and Research Department** and will involve working across a range of retinal and ophthalmic research areas, including:

- Age-related macular degeneration, including dry and wet AMD
- Gene therapy and other emerging treatment options
- Diabetic macular oedema
- Inherited retinal dystrophies
- Wide-field OCT and imaging of the peripheral vitreoretinal interface
- Vitreous floaters and opacities
- Visual aids and visual function
- Other innovative retinal and vitreoretinal research projects

Alongside industry-sponsored clinical trials, you will also support clinic-initiated research using data generated through patient assessment and treatment. This may include collecting and analysing data, supporting the development of research databases and assisting with the preparation of academic papers, posters and scientific publications.

Key responsibilities

Your responsibilities will include:

- Coordinating and managing multiple clinical trials and research projects
- Supporting the set-up and initiation of new studies
- Ensuring studies are delivered in line with study protocols, timelines and Good Clinical Practice guidelines
- Maintaining accurate and comprehensive clinical trial and patient records
- Monitoring study progress and proactively identifying potential challenges or delays
- Providing regular updates to Principal Investigators and the Lead Clinical Trials Coordinator
- Coordinating patient appointments, follow-ups and study visits
- Corresponding professionally with study participants
- Supporting patient testing, examinations and protocol-specific procedures
- Collecting, managing and analysing clinical and research data
- Developing and maintaining research databases
- Supporting diagnostic imaging and learning to use the advanced imaging and diagnostic equipment available within the clinic
- Assisting with treatments and study activity within the operating room where required
- Supporting the analysis and interpretation of research findings
- Preparing study reports and research summaries
- Assisting with the writing of academic papers for publication
- Preparing posters and scientific presentations for national and international meetings and conferences
- Supporting the preparation of lectures, educational materials and other scientific or promotional content
- Liaising with internal clinical teams, researchers, sponsors and other relevant stakeholders
- Supporting PR-related activities and responding to time-sensitive requests
- Monitoring study deadlines and ensuring key milestones are achieved
- Supporting the tracking of study payments and resources
- Identifying administrative or operational resource issues and escalating them appropriately

Cutting-edge research and technology

This clinic is committed to advancing research in medical retina and vitreoretinal conditions and uses some of the latest diagnostic and treatment technologies.

As part of the role, you will have the opportunity to develop your knowledge and practical experience across a range of advanced imaging and diagnostic devices, including:

- Wide-field retinal imaging
- Optical Coherence Tomography
- Swept-source OCT
- En-face OCT
- OCT angiography
- Microperimetry
- Other advanced diagnostic and research technologies

You will be expected to develop a strong understanding of the role each device plays within clinical care and research and, where appropriate, learn how to perform imaging and interpret results to the required level.

About you

We are looking for someone who combines strong clinical research knowledge with

excellent organisational skills and the ability to manage multiple priorities in a fast-paced environment.

You will ideally have experience within:

- Clinical trials
- Clinical research
- Research coordination
- Healthcare or hospital-based research
- Ophthalmology or another clinical specialty
- Study coordination or project management within a regulated environment

You will also demonstrate:

- A strong understanding of Good Clinical Practice
- Excellent organisational and time-management skills
- The ability to manage multiple projects and competing priorities
- Strong attention to detail and accuracy
- Confidence working with large databases and complex data sets
- The ability to analyse data and communicate findings clearly
- Excellent written and verbal communication skills
- Confidence communicating with patients, clinicians, researchers and external stakeholders
- The ability to work calmly and effectively in a high-pressure environment
- Strong problem-solving skills and a proactive approach to overcoming challenges
- The ability to distinguish between urgent and important priorities
- A flexible and adaptable approach to work
- A genuine interest in clinical research, medical innovation and ophthalmology
- A willingness to learn, develop and take on increasing levels of responsibility
- Experience of scientific writing, preparing publications or presenting research findings would be highly advantageous.

Working hours

This is a **full-time role working 40 hours per week**.

The Clinical Trials Department operates a shift-based working pattern, with typical shifts including:

- **08:00–17:00**
- **09:00–18:00**
- **10:00–19:00**

Each shift will normally include a **one-hour lunch break**.

The nature of clinical trials and research means that flexibility will occasionally be required to meet study deadlines, participant requirements and time-sensitive project activity. This may include occasional work outside normal hours where necessary to ensure key study deadlines and research milestones are achieved.

Why apply for this role?

This is an opportunity to play a central role within a highly specialised and innovative ophthalmic clinical and research environment.

You will work closely with Professors, the Lead Clinical Trials Coordinator and an experienced multidisciplinary team, gaining exposure to a broad range of clinical trials, clinic-initiated research, advanced diagnostic technology and scientific research activity.

The role offers the opportunity to contribute directly to high-quality research, scientific publications and the development of new approaches to improving patient care and visual outcomes.

If you are an experienced **Clinical Trials Coordinator, Clinical Research Coordinator or research professional** looking for a challenging and rewarding opportunity within a specialist ophthalmic research environment, we would love to hear from you.

Please contact Becky on 07912074756 and email your CV to becky@kinghealthcare.co.uk