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Clinical Trials Co-ordinator

Hiring organization
King Healthcare

Employment Type
Full-time

Industry
Private Clinic

Job Location
London

Base Salary
£ 30,000 - £ 35,000

Description

Clinical Trials Coordinator

Location: Central London – Private Clinic
Salary: Up to £35,000 per annum, dependent on experience
Contract: Full-time, permanent
Experience: Minimum one year in clinical trials or clinical research

An Exciting Opportunity in Ophthalmic Research

Are you passionate about clinical research and looking for an opportunity to contribute to innovative developments in ophthalmology?

We are working with a highly regarded specialist eye clinic in Central London to recruit a Clinical Trials Coordinator to join its growing Clinical Trials and Research Department.

This is an exciting opportunity to work alongside leading ophthalmic consultants and an established research team, supporting a diverse portfolio of clinical trials and investigator-led research projects.

You will play an important role in coordinating studies, collecting and analysing clinical data, supporting patients and contributing to academic publications and scientific presentations.

The successful candidate will gain exposure to advanced ophthalmic diagnostic technologies and research into a range of retinal and vitreoretinal conditions, including age-related macular degeneration, diabetic macular oedema and inherited retinal dystrophies.

The Role

Working closely with the Principal Investigator and Lead Clinical Trials Coordinator, you will support the organisation, coordination and delivery of multiple clinical research projects.

The position combines hands-on clinical involvement, patient coordination, research administration and data analysis. You will be involved throughout the research process, from setting up new studies and coordinating patient follow-ups through to analysing findings and assisting with academic publications.

Research areas include:

- Early, intermediate and late-stage age-related macular degeneration (AMD), including wet and dry AMD.
- Gene therapy and emerging treatment options.
- Diabetic macular oedema (DMO).
- Inherited retinal dystrophies.

- Wide-field OCT and advanced retinal imaging.
- Vitreous floaters and opacities.
- Visual aids and functional vision research.

You will also support investigator-led research originating within the clinic, analysing patient outcomes and helping translate clinical findings into research papers for publication.

Key Responsibilities

Clinical Trials & Research Coordination

- Coordinate and support multiple clinical trials and research projects, ensuring studies progress in line with agreed protocols and deadlines.
- Assist with setting up new research projects and developing study procedures.
- Ensure research activities comply with Good Clinical Practice (GCP) guidelines and relevant regulatory and professional standards.
- Maintain accurate clinical trial documentation, patient records and study databases.
- Monitor study progress and provide regular updates to Principal Investigators and the Lead Clinical Trials Coordinator.
- Liaise with study sponsors and other research stakeholders.

Patient Coordination & Clinical Support

- Contact patients to arrange appointments, follow-ups and study visits.
- Support patient examinations, assessments and clinical testing.
- Collect clinical data and diagnostic imaging as required by individual study protocols.
- Assist with the delivery of clinical studies and the development of testing methods.
- Learn to operate the clinic’s specialist diagnostic equipment and develop an understanding of the clinical information it provides.
- Support clinical procedures and treatments within the operating theatre where required.

Data Analysis & Academic Publications

- Collect, organise and analyse clinical research data using databases and other research tools.
- Ensure accurate and consistent data collection across clinical studies.
- Interpret research findings and communicate results clearly to the wider research team and study sponsors.
- Assist with writing academic papers, scientific reports and research publications.
- Support the preparation of posters, presentations and submissions for national and international conferences.
- Assist with preparing educational and scientific materials.

Administration & Operational Support

- Manage study administration and ensure research milestones and deadlines are achieved.
- Track study payments and assist with the efficient management of research resources.
- Identify administrative or resource issues and escalate where appropriate.

- Respond to time-sensitive enquiries and coordinate research-related communications.
- Work flexibly to support the requirements of the research department and ensure projects remain on track.

About the Research Environment

The clinic is committed to advancing ophthalmic research and improving patient outcomes through the use of innovative diagnostic and treatment technologies.

Its research facilities include advanced imaging and diagnostic equipment such as:

- Optomap digital wide-field multispectral imaging.
- Optical Coherence Tomography (OCT), including swept-source and en-face OCT.
- OCT angiography.
- Microperimetry.
- Advanced retinal imaging and visual function assessment technologies.
- Specialist laser technologies and vitreolysis equipment.

This provides an excellent opportunity to develop specialist knowledge of ophthalmic diagnostics and gain hands-on experience with technologies used in cutting-edge retinal research.

About You

We are looking for an organised, proactive and intellectually curious individual who is comfortable working in a fast-paced clinical research environment.

You will ideally have:

- At least one year's experience working within clinical trials, clinical research or healthcare research coordination.
- An understanding of Good Clinical Practice (GCP) guidelines and clinical research processes.
- Experience collecting, managing and analysing clinical data.
- Strong IT skills, including confidence working with large databases and electronic records.
- Excellent written and verbal communication skills.
- Strong organisational skills and the ability to manage multiple projects and competing deadlines.
- A high level of accuracy and attention to detail.
- The confidence to communicate professionally and compassionately with patients, clinicians and external stakeholders.

Experience within ophthalmology would be advantageous but is not essential for someone with the right clinical research background and willingness to learn.

You will need to be adaptable, comfortable taking responsibility and able to prioritise effectively when working to demanding research deadlines.

Working Hours

This is a full-time position, with the following working patterns available:

- 8:00am – 5:00pm
- 9:00am – 6:00pm

- 10:00am – 7:00pm

What's on Offer?

- Salary of up to £35,000 per annum, dependent on experience.
- Full-time, permanent opportunity.
- The opportunity to work alongside leading consultants and experienced research professionals.
- Exposure to innovative ophthalmic clinical trials and investigator-led research.
- Development of specialist knowledge in retinal conditions and advanced diagnostic technologies.
- Involvement in academic research, scientific publications and conference presentations.
- The opportunity to develop your clinical research and data analysis capabilities.
- A varied role combining patient interaction, clinical exposure, research and administration.

If you have at least one year's experience in clinical trials or clinical research and are looking for an opportunity to develop your expertise within a specialist area of healthcare, we would love to hear from you.