Panthera
Accelerating Clinical Breakthrough

Clinical Trial Support Officer (CTSO) - Preston

An exciting opportunity has arisen for a Clinical Trial Support Officer (CTSO) to join our Preston Clinical Research Site.

Panthera is an independent Site Management Organisation helping pharmaceutical and contract research organisations find the right patient, for the right trial, at the right time. The Panthera team is run by a world-class team of experts with more than a hundred years of clinical research experience.

We put the patient at the heart of everything we do to ensure the best experience and environment for volunteers and participants. Accelerating clinical breakthrough for our customers, our patients, and for future generations.

Job Summary

The CTSO will assist Panthera clinical staff with the coordination of blood sampling and processing for active clinical trials at the research centre. This includes maintaining effective systems for stock control of clinical trial kits, courier management as well as temperature monitoring of equipment.

The CTSO will be responsible for maintaining equipment records, ensuring there are valid calibration certificates in place, ensuring that the clinical team have the correct kits in place for the next clinical day and that the trial data is entered into the sponsors electronic system meeting the sponsors expectations.

Key Responsibilities

- Building key relationships with stakeholders, colleagues, clients, monitors, CRA's and patients
- Effective communication with the site team, including management of emails, phone calls etc
- Assisting with preparation for clinical visits
- Supporting the team in the set up and management of clinical trials
- Support screening processes and preparation for start-up of clinical trials
- Responsible for complex data collection, transcribing information into case report forms in accordance with Good Clinical Practice
- Ensuring accuracy and high quality of data input into systems
- Ensuring patient notes are always complete and up to date
- Take personal responsibility for safeguarding and ensuring the quality of information for patients, clients and vendors
- Responding promptly to requests for information to support the team as required.
- Contributing to communication materials including activity reports, presentations, promotional materials, such as posters and company newsletters.
- Liaising with external lab vendors and Sponsors to ensure safe and timely transfer of samples as required and in accordance with IATA guidelines.
- Supporting research practitioners with the processing of tissue samples for clinical trials as per individual trial protocol.
- Taking of blood samples, managing patient expectations and care.
- Performing other procedures in accordance with the protocol requirements and as appropriately trained, including but not limited to height, weight, BMI calculation, blood pressure, oximetry.
- Managing stock control of clinical trials consumables.
- Maintaining clear and accurate records pertaining to samples and stock for clinical trials.
- Working with clinical delivery team to manage own workload across a wide range of specialities.
- Meeting regularly with the research teams to ensure all required parties are aware of the current status of on-going projects.
- Monitoring of temperature controls in the lab, including Fridges and Freezers.
- Completion of monitoring logs.

Ideal Candidate

- Educated to degree level in life sciences or a health-related field
- Experience working in a clinical research environment
- Excellent attention to detail
- Experience in processing complex information (Data Entry)
- Pro-active mind set and motivated to learn new skills

Salary & Benefits Package

- £20,000-£25,000 per annum
- 25 days annual leave plus bank holidays
- Life insurance, 3x annual salary
- Employee healthcare cash plan programme
- Employee Assistant Programme
- Enhanced sickness and family friendly policies