UKCRF – Clinical Research Facility Managers Group
Terms of Reference

UKCRF Network Groups and Workstreams

The purpose of a UKCRF Network Group or Workstream is to share best practice. Groups and Workstreams are accountable to UKCRF Network Senior Management Team. Differences between devolved nations will be acknowledged and clearly documented where relevant.

1. Terms of reference (basic principles)
- To identify, develop and share systems for the delivery and management of operational activities across the UK clinical research and experimental medicine infrastructure.
- To develop new and appropriate initiatives in accordance with the strategic objectives of the Strategic Management Team (SMT).
- Facilitate the development of a cohesive network of all UK CRFs - strengthening links and supporting staff of newer developing CRFs both generally and to integrate into the CRF Managers Group.
- To be future focussed in order to be equipped, organised and prepared for potential emerging and enlarging scopes of practice and challenges.
- Provide a constructive forum for CRF managers to share knowledge and expertise.
- Ensure collaboration and the sharing of best practice with other UKCRF workstreams.
- Report ideas for further workstream groups and project proposals to the SMT.
- Ensure the progress, outcomes and future plans of the workstream groups are disseminated.
- Liaise with other clinical research organisations nationally and internationally to promote the work of the CRF Managers Group.
- Maintain a regular platform for CRF Managers to discuss areas for professional development, collaborative opportunities and share best practice.

2. Meeting management
- The Managers Group will meet monthly via virtual platforms in addition to an annual face-to-face meeting unless agreed otherwise with the SMT.
- The meeting must have a Chair or nominated deputy.
- Agenda must be set no less than three working days prior to the meeting.
- Representatives from other parts of the NIHR infrastructure may be invited to the managers meeting as appropriate.
- Administrative support (agenda, notes/minutes) should be identified from an appropriate source.

3. Membership and attendance
- The Managers Group has an open membership to be agreed with the Chair.
- The CRF Managers are a core component of the UKCRF Network (UKCRFN).
- The UKCRFN is funded to identify, develop and share systems for the delivery and management of operational activities across the UK clinical research and

experimental medicine infrastructure. Therefore, representation from each UK Clinical Research Facility (CRF) is encouraged.

- All NIHR CRFs must have a member join the Managers Group.
- CRFs that span across multiple sites may have a representative from each facility.
- A Senior Manager (clinical and/or operational) from each CRF will be invited to join the Managers Group. At the discretion of the individual CRF attendance at the managers group meetings may be delegated appropriately.
- All members are expected to play an active part in the group.
- Quorum for the group is a minimum 15 members.
- Attendance – members are expected to attend all meetings where possible. Continued failure to attend will be reviewed by the Chair.

4. Leadership and accountability

- The Chair and Deputy Chair(s) will be elected by the SMT link person and the group members.
- The Chair has authority to limit or expand membership based on group/workstream projects including forming a sub-group to lead a project.
- Tenure should be agreed by the workstream members and SMT link rather than limited to specific periods.
- The CRF Managers Group reports to the UKCRFN SMT via the Chair to the SMT link person.

5. Dissemination and outputs

The Chair will provide the Operations Team with:

- Agendas, minutes, objectives, ToRs, project etc plans for uploading to the portal on a regular basis.
- Outputs will be disseminated locally and nationally where appropriate through workshops, conferences and publications and reported to the SMT.