

UKCRF NETWORK

Clinical Fellow Work Group Terms of Reference

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UKCRF Network Work Groups

A work group is a specialist group who have come together at the request of the UK Clinical Research Facility (UKCRF) Network (with the agreement of the Senior Management Team), with a specific area or piece of work in mind, which can be finite or ongoing. The main purpose of a work group is to develop and share best practice.

Objectives and Purpose

The Clinical Fellow Work Group will support the UKCRF Network in enhancing the professional development of Clinical Fellows and strengthening their contribution to clinical research leadership and innovation across the UKCRF Network.

The primary purpose of the group is to share best practice, foster collaboration between Clinical Fellows and CRF leaders, such as Clinical Directors, and support the development of future leaders through mentorship, networking, and skill-building opportunities.

Scope of Work

- **Sharing Best Practice:** Facilitating the exchange of best practice among CRFs to enhance clinical research delivery, improve participant experience, and address common challenges.
- **Staff Networking and Development Forum:** Providing a platform for staff to discuss relevant topics through group meetings, online forums, and workshops.
- **Advancing Research Careers:** Supporting the professional development of Clinical Fellows through peer mentoring and skill-building sessions.
- **Developing a cohort of future and present collaborators** and key opinion leaders (KOL) to support engagement with industry, charities and other funders/sponsors.
- **Supporting the UKCRF Network Conference:** using the knowledge and connections of work group members to create and deliver engaging workshops.

Responsibilities

Group Chair and Deputy Chair:

- Organise and facilitate group meetings, online forums, and workshops to encourage collaboration and knowledge exchange.
- Promote a culture of knowledge sharing, best practice, and standardisation in CRFs across the Network.
- Lead the development of conference workshops for Clinical Fellows staff at the Network's Annual Conference.
- Ensure guidance documents and tools developed by the group are updated to reflect evolving standards and regulations.

Group Members:

- Actively contribute to the group's objectives and attend scheduled meetings and events.
- Members are encouraged to attend all meetings to ensure group cohesion and support group objectives.
- Share expertise, local practices, and peer support with the group to promote the development and establishment of Clinical Fellows.
- Promote group resources and key messages with colleagues at their respective CRF.
- Join task and finish groups to support the maintenance and development of tools, training resources, and guidelines.
- Contribute to or support training sessions for staff at the Network's Annual Conference.

Membership Criteria

The Clinical Fellows Group includes representatives from CRFs across the UK and Ireland who are involved in clinical research delivery as fellows. This includes those directly employed by a CRF and others, who use CRF facilities as part of their role.

This is an open group, more than one fellow can attend from each CRF/organisation.

The Chair may invite members from outside the CRFs if their expertise aligns with the group's purpose and areas of work, such as representatives from partner networks or research infrastructure.

The UKCRF Network Operations Team manages the storage and sharing of group member details in line with the [UKCRF Network Staff Data Management Policy](#). Members' contact details will be shared with other members of the group via a private Google Sheet for the purposes of group communication and collaboration.

Meeting Management

The Group will meet quarterly via MS Teams, with one face-to-face meeting annually, unless otherwise agreed.

- The meeting must have a Chair or nominated deputy present.
- Agenda must be set no less than three working days prior to the meeting.
- Representatives from other parts of the infrastructure may be invited as guests when appropriate, and members should be notified in advance.
- Administrative support (agenda, notes/minutes) should be identified from an appropriate source.
- All virtual meetings will be recorded and stored on the MS Teams Group for members to access.
- Chairs should remind members at the beginning of each meeting that the meeting is being recorded.
- A summary of the key messages and actions should be shared with members within two weeks of the meeting date.

Task and finish groups will have a separate meeting schedule based on the needs of the project.

Dissemination and Outputs

The Chair will upload the following documents to the Group's MS Team for members to access:

- Meeting agendas
- Meeting summary and action list

- Annual objectives
- Terms of reference

All new projects and pieces of work should be submitted to the WP Lead, Deputy Lead and Operations Team for review using the UKCRF Network's New Project Request Form.

The Group's MS Team can be used to share CRF documents with the members, and for task and finish groups to collaborate on project outputs. The Chair will work with the Operations Team to provide all the required information for the promotion and dissemination of project outputs and updates through emails, social media, website, workshops, conferences.

Leadership and Accountability

The Group Chair is appointed by the WP Lead and Deputies in line with the UKCRF Network Role Selection Process (2023-2028).

Reporting

The Group Chair will provide updates on group achievements, challenges, and upcoming initiatives to the Director Group, via the group's Director-link.

Group activity will also be summarised in the UKCRF Network annual report and submitted to the National Institute for Health and Care Research (NIHR), the UKCRF Network's funder.

Amendments to Terms of Reference (ToR)

This document should be reviewed every three years by the Chair to ensure that it's still fit for purpose. Any amendments should be submitted to the to the Clinical Directors Group and Operations Team.

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Date of next review: August 2028