



Edinburgh Clinical Trials Unit (ECTU) Clinical Advisory Group (CAG) Terms of Reference

Purpose and scope

The ECTU Clinical Advisory Group supports, reviews and improves the interaction between ECTU and chief investigators of clinical trials in Edinburgh, in order to design, develop and deliver clinical trials that support The University of Edinburgh's Clinical Trials Strategy.*

Remit

- Represent the experience and aims of chief investigators leading locally sponsored clinical trials in Edinburgh.
- Offer coaching and peer support for new chief investigators of locally sponsored clinical trials in Edinburgh throughout the trial, from funding application (as a co-applicant) to publication (as a co-author).
- Identify educational resources that benefit these chief investigators in their conduct of clinical trials.
- Review the scope and content of local educational activities about clinical trials (e.g. MSc in Clinical Trials and the Edinburgh Clinical Trials Management Course).
- Assist the ECTU Research Development Team with pre-submission internal peer review of funding applications for clinical trials led by chief investigators in Edinburgh.
- Co-design a programme of educational and team-building activities involving ECTU staff and chief investigators and other clinical academics involved in locally sponsored clinical trials in Edinburgh, in order to celebrate success and optimise mutual knowledge and understanding of the activities of chief investigators and ECTU staff.
- Raise awareness and promote the clinical trials strategy.
- Assist ECTU with its review of delivery and prioritisation of the clinical trials strategy.

Membership

There are between 5-10 members, including the ECTU clinical director. They are experienced clinical academic chief investigators of clinical trials, representative of the diversity of their community in Edinburgh, with a track record of successful collaboration with ECTU in the delivery of clinical trials. One early-career clinical academic represents first-time chief investigators of clinical trials. [Usher Institute Affiliate](#) status will be sought for the members.

Members

1. ECTU clinical director (chair)
2. Aisha Holloway
3. Sharon Cameron
4. Matt Reed
5. James Dear

* <https://www.ed.ac.uk/usher/edinburgh-clinical-trials/clinical-trials-strategy>



6. Michael Eddleston
7. Andrew Horne
8. Annemarie Docherty
9. Charlie Gourley
10. David Griffith

Stakeholders

The key stakeholders are chief investigators leading clinical trials in Edinburgh, ECTU, ACCORD, and the College of Medicine and Veterinary Medicine.

Organisation of meetings

The clinical director convenes bi-annual meetings of the ECTU CAG, with catering funded by ECTU. The frequency of any extraordinary meetings will be determined by requirements, and the date of the next meeting will be discussed at the end of each meeting.

Administrative support for scheduling, agenda, minutes and associated actions is provided by the ECTU Research Administrator.

While there is no formal requirement for all members to attend each meeting, attendance will be monitored and failure to attend two consecutive meetings will result in a review of the term of office.

The Research Administrator will circulate an agenda and papers by email at least five working days in advance. Attendees are expected to familiarise themselves with meeting papers sufficiently far in advance so as not to delay meeting proceedings.

The Research Administrator will circulate actions and minutes by email within ten working days of the meeting, and approved at the next meeting.

Meetings will take place virtually or in person. In-person meetings will include an option to join virtually.

ECTU CAG minutes and outputs are shared with the ECTU director and chief operating officer.

Governance

The ECTU CAG is chaired by the ECTU clinical director; other members may deputise for the chair if required.

ECTU CAG reports to the ECTU clinical director, with whom they shall meet annually, accompanied by the ECTU chief operating officer. For the purpose of this annual review, ECTU CAG receives formal reports from the team leads in ECTU.

Term of office

Membership will be reviewed every three years, and renewed subject to the mutual satisfaction of ECTU and the ECTU CAG member. No minimum term has been agreed.

Review of terms of reference



These Terms of Reference will be reviewed annually in November, and updated as required. Each new iteration will be saved separately and labelled with the date of review.