President's Clinical Trials Oversight Committee
Clinical Trialist and Support Staff Clinical Trials Advisory Group

Chair: Associate Vice President for Clinical Trials

SUMMARY
This charter outlines the purpose, responsibilities, and structure of the Clinical Trialist/Support Staff Clinical Trials Advisory Group. This Advisory Group is a vital forum for active clinical trialists and their support staff to provide direct, actionable feedback, identify operational challenges, and propose solutions aimed at enhancing the efficiency, quality, and effectiveness of clinical trial conduct. This governance structure, advises and provides strategic counsel to the leadership of the UAB Academic Research Organization—Clinical Trials (ARO-CT).

Responsibilities:
Strategic Direction/Inter-School Collaboration: Provide input on the vision and strategic goals for to support, foster, grow, and administer clinical trials activities within and between schools/college.
Process & Workflow Optimization: Recommend improvements to existing policies, procedures, and workflows across central clinical research offices (IRB, Finance, Contracting, Budgets, e-systems, Regulatory, Business Development) to reduce administrative burden and streamline study management.
Policy & Compliance: Provide input on overarching policies and guidelines related to usage, data governance, and compliance with relevant regulations and policies.
Operational Bottlenecks/Efficiencies: Identify and troubleshoot day-to-day operational challenges in trial activation, conduct, and close-out, including issues related to participant recruitment and retention, data management, monitoring visits, and study coordination.
Performance Monitoring: Review key performance indicators (KPIs) related accruals, time to activation, and financial activities for clinical trials activities.
Communication, Training, and Education: Facilitate communication and alignment among research administration and school/college level stakeholders. Identify gaps in training and educational resources for clinical trialists and support staff, and recommend topics, formats, and delivery methods for new or improved programs.
Charter Review: Periodically review and update this charter to ensure its continued relevance and effectiveness.

Membership: Each Dean can nominate one clinical trialist and one clinical trials support staff to this advisory group. In addition, the Dean of the HSOM can nominate up to two additional clinical trialists and two additional clinical trials support staff. Ex-officio members will be invited by the ARO-CT for regular or as needed attendance.

Operating Procedures:
- Meetings: Monthly or as needed.

- Agendas and relevant materials will be distributed to members in advance of each meeting.
- Formal voting will generally not be required, as the group's primary function is advisory.
- Minutes of each meeting will be recorded and circulated to members for review and approval.