Duties of an NCEPOD Clinical Co-ordinator

Clinical Co-ordinators are accountable to the NCEPOD Steering Group via its Chair.

Co-ordinators are appointed on a rolling annual contract. They are required to attend the London office on a regular day of the week and to attend co-ordinator meetings (6-8 per year) which are usually held on Mondays or Thursdays. If only one session a week is being worked at NCEPOD then attendance every fortnight is expected.

Strategic and operational management

1. To attend meetings of the NCEPOD Steering Group as an ex officio member.

Study design, data analysis and review

2. To develop protocols for studies in conjunction with the NCEPOD Study Advisory Group for that study and the NCEPOD research staff.

3. To organise and chair meetings of case reviewer groups and to document the findings of these meetings.

4. To select cases for review by the case reviewers.

5. With the clinical researcher responsible for the study, to seek nominations for case reviewers and to select from these nominations.

6. To participate in planning the report style and content and to write sections of the report in conjunction with other clinical co-ordinators and the clinical researcher responsible for the study.

7. To conduct literature reviews of relevance to NCEPOD.

Communication

8. To give presentations about NCEPOD to clinical and other audiences.

9. To prepare articles about NCEPOD for publication in journals and elsewhere.

10. To attend and participate in Press Conferences and briefing meetings.

General

11. To deal with correspondence and telephone enquiries from clinicians and others.

12. Any other duties as may from time to time be agreed with the NCEPOD Steering Group.