University Hospitals Birmingham NHS
NHS Foundation Trust

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N/A	Not applicable

	R&D governance roles										R&D Operations/Delivery							Research roles										Research ServicesLeads		
Job Title	**R&D Director**	**Head of RD Governance**	**Clinical Trials Manager**	**Research Governance Facilitator**	**Research Archivist**	**Clinical Trials Administrator**	**R&D Administrator**	**R&D Finance Administrator**	**Contracts and Governance Manager**	**Research Assistant**	**Head of RD Operations**	**RAS**	**Clinical Research Officer**	**Business Manager**	**NIHR Programme HTC Manager**	**Clinical Educator**	**Quality Assurance Officer**	**Chief Investigator (CI)**	**Principal (and Sub) Investigator (PI)**	**Lead Research Nurse Manager**	**Lead Research Nuse/ Team leader**	**Research Nurse**	**Research Associate**	**Study Monitor**	**Study Archivist**	**Other Researcher (Scientist/ Trial Coordinator/Data Manager/ Research Practitioner)**	**Statistician**	**Research Department Leads**	**Research Department Technician**	**Lab technician**
Trust Mandatory Training																													
Trust Induction	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Information Governance	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
ICH-GCP	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Fire Safety	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Infection Control	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
NIHR PI Oversight Masterclass	N/A	N/A	N/A	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	TR*	M	M	TR*	TR*	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Trust-wide Research Policies and SOPs																													
Research Governance	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
Human Tissue*	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
Principal Investigators	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
Research Incidents and Breaches	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
Research Passport System	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
Scientific Misconduct	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
The Management of Controlled Documents	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
Document Archiving	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
Consent to Treatment	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
R&D SOPs																													
RDQMS1 R&D Quality Management System Manual	RO	RO(a)	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
RDS001 Creation and Control of SOPs	RO	RO(a)	TR*	RO(a)	TR*	TR*	TR*	TR*	TR*	TR*	RO	RO	RO	RO	RO	TR*	TR*	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
RDS002 Safety Reporting	RO	RO(a)	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	TR*	TR*	TR	TR	TR	TR	TR	TR	TR	RO	TR	TR	TR	TR
RD S003 Serious Breaches	RO	RO(a)	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	TR	TR	TR	TR	TR	TR	TR	TR	TR	RO	TR	TR	TR	TR
RD S004 R&D reports	RO	RO(a)	RO	RO(a)	RO	RO	RO	TR*	RO	TR*	RO	RO	RO	RO	RO	TR	TR	TR	TR	TR	TR	TR	TR	TR	RO	TR	RO	RO	RO
RD S005 Clinical Study Audits	RO	RO(a)	TR*	RO(a)	RO	RO	RO	RO	RO	TR*	RO	RO	RO	RO	RO	TR	TR	RO	RO	TR	TR	RO	RO	TR	RO	RO	RO	RO	RO
RD S009 Record Keeping & Management of Study Documentation	RO	RO(a)	RO	RO(a)	RO	RO	TR	TR	RO	TR*	RO	RO	RO	RO	RO	TR	TR	TR*	TR*	TR*	TR*	TR	TR	RO	RO	RO	RO	RO	RO
RD S010 Contracts and Agreements	RO	RO(a)	TR	RO	RO	RO	RO	RO	TR	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
RD S011 Monitoring	RO	RO(a)	RO	RO(a)	RO	RO	RO	RO	RO	TR*	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	TR	RO	RO	TR	RO	RO	RO	RO	RO
RD S012 R&D Approvals Process	RO	RO(a)	TR	RO(a)	RO	RO(a)	TR*	TR*	RO	TR*	RO	RO	RO	RO	RO	RO	RO	TR*	TR*	TR	TR	TR	RO	RO	RO	RO	RO	RO	RO
RD S013 Notification of Extensions and Substantial Amendments (to R&D)	RO	RO(a)	RO	RO(a)	RO	RO	TR	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	TR*	TR*	TR*	TR	TR	RO	RO	RO	RO	RO	RO	RO
RDS014 Archiving in Research	RO	RO(a)	RO	RO(a)	TR	RO	TR*	RO	RO	TR*	RO	RO	RO	RO	RO	TR	TR	TR*	TR*	TR	TR	TR	RO	RO	TR	RO	RO	RO	RO
RDS015 External Reporting on Clinical Research Studies	RO	RO(a)	RO	RO(a)	RO	RO	TR	RO	RO	TR*	RO	RO	RO	RO	RO	RO	RO	TR*	TR*	TR	TR	TR	TR	TR	RO	RO	RO	RO	RO
RDS016 Consent in Research	RO	RO(a)	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	TR	TR	TR	TR	TR	TR	RO	RO	RO	RO	TR	RO
RDS017a Project Management SOP for UHB sponsored studies	RO	RO(a)	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	TR	TR	TR	TR	TR	TR	TR	RO	RO	RO	RO	RO	RO
RDS017b Project Management SOP for UHB Hosted studies	RO	RO(a)	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	TR	TR	TR	TR	TR	TR	TR	RO	RO	RO	RO	RO	RO
RDS018 Procedure for the management of R&D Commercial income	RO	RO	RO(a)	RO	RO	TR	RO	TR	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO
RDS019 Procedure for external monitoring visits including access to patient records	RO	RO(a)	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	ROI	RO	RO	RO	RO	TR	TR	RO	TR*	RO	RO	RO	RO	RO

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Job Title	R&D Director	Head of RD Governance	Clinical Trials Manager	Research Governance Facilitator	Research Archivist	Clinical Trials Administrator	R&D Administrator	R&D Finance Administrator	Contracts and Governance Manager	Research Assistant	Head of RD Operations	RAS	Clinical Research Officer	Business Manager	NIHR Programme HTC Manager	Clinical Educator	Quality Assurance Officer	Chief Investigator (CI)	Principal (and Sub) Investigator (PI)	Lead Research Nurse Manager	Lead Research Nuse/ Team leader	Research Nurse	Research Associate	Study Monitor	Study Archivist	Other Researcher (Scientist/ Trial Coordinator/Data Manager/ Research Practitioner)	Statistician	Research Department Leads	Research Department Technician	Lab technician
RDS020 Requesting an audit trail of Trust sytems utilised in research	RO	RO(a)	RO	RO(a)	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	TR	TR	RO	TR*	RO	RO	RO	RO	RO	RO
WMRTC Courses																														
An Introduction to the Valid Informed Consent Process	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Adverse Event and Safety Reporting	N/A	N/A	N/A	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	N/A	TR*	N/A	TR*	N/A	N/A
Building Research Partnerships	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Consent: An Introductory Overview of Research Methods	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	Ro	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*
Communication and consent within the Paediatric Research Setting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	RO	TR*	TR*	TR*	TR*	TR*	TR*	TR*	N/A	N/A	N/A	N/A	N/A	N/A
Cost Attributed Training (AcoRD)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	N/A	N/A	N/A	TR*	N/A	N/A	N/A	N/A	N/A	TR*	TR*	TR*	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cancer Researchers Introductory Course	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	N/A	TR*	TR*	TR*	TR*	TR*	N/A	N/A	N/A	TR*	N/A	N/A	N/A	N/A
Data Management & CRF Design, Development & Completion	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	N/A	TR*	TR*	TR*	TR*	TR*	N/A	N/A	N/A	TR*	N/A	N/A	N/A	N/A
GCP for IMP Management and Consolidation Workshop	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	N/A	TR*	TR*	TR*	TR*	TR*	N/A	N/A	N/A	N/A	N/A	TR*	N/A	N/A
GCP: Adults lacking capacity	N/A	N/A	N/A	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	RO	TR*	TR*	TR*	TR*	TR*	TR*	TR*	N/A	TR*	N/A	TR*	N/A	N/A
GCP: in a Paediatric Setting	N/A	N/A	N/A	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	RO	TR*	TR*	TR*	TR*	TR*	TR*	TR*	N/A	TR*	N/A	TR*	N/A	N/A
Effective AAC for Partner Organisations (Previously HRA masterclass)	N/A	TR*	N/A	TR*	N/A	N/A	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	N/A	TR*	TR*	TR*	TR*	TR*	TR*	N/A	N/A	TR*	N/A	TR*	N/A	N/A
IRAS and HRA for Sponsors/Research Teams	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	N/A	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*
Making IRAS work for Research Amendments (HRA)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	N/A	TR*	TR*	TR*	TR*	TR*	TR*	N/A	N/A	TR*	N/A	TR*	N/A	N/A
Performing QC checks to ensure accurate Data Collection	N/A	N/A	N/A	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR	N/A	TR*	N/A	TR*	N/A	N/A
Preparing for Audit and Inspection	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR	TR*	TR*	TR*	TR*	TR*	TR*
Protocol Design	N/A	N/A	N/A	TR*	N/A	N/A	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	TR*	TR*	TR*	TR*	TR*	TR*	N/A	N/A	N/A	N/A	N/A	N/A
Site File Management & Delegation of Duties	N/A	N/A	N/A	TR*	TR*	N/A	TR*	TR*	N/A	TR*	N/A	N/A	N/A	N/A	N/A	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*	TR*
Facilitator Development Training	N/A	N/A	N/A	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*	TR*	N/A	N/A	N/A	TR*	TR*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fundamentals of clinical research delivery for laboratories	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TR*