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(Friday) 7 June 2013

Memorandum

To: Trialists

Fr: Curtis Meinert

Re: A follow-on to *So you want to run a trial, do you?*

I wrote and distributed a piece providing a list of things typically done coordinating centers in multicenter trials. I could have written to the title, *So you want to run a trials network, do you?*, but I know that you have to pull away slowly if you want people to keep chasing after the bus. If the list supplied was already daunting it would have been doubly or triply so if focused on running a network.

One recipient of the note wrote the following in relation to running a network.

In addition to DSM committee, managing multiple committees is a big responsibility for us in the CC. We manage and coordinate multiple study committees to develop many of the things you cite in your document. Committees include an Operational Committee to evaluate day to day global network issues, multiple Steering Committees to evaluate protocol specific feedback needed from clinicians (one for each protocol or one for multiple protocols of the same disease type), an Executive Committee to review policy and affirm operational decisions and approve network direction, and Planning Committees to define and finalize each protocols and data collection forms before a steering committee takes it over. And of course Writing Committees for each manuscript.

Beyond manuscripts, we as the CC are responsible for coordinating and working with lead authors to define and submit abstracts, posters, and other presentations for national meetings, many which end up being manuscripts, but many not.

As CC we function as the person in the middle between "leadership" and the study group members to disseminate decisions and keep study group informed through development of newsletters, coordinate materials and schedule conference calls, and study group meetings. We are responsible for managing and coordinating study group meetings either stand alone or concurrent with other professional academies.