

EME Board Member – Generic Job Description

ESSENTIAL KNOWLEDGE, QUALITIES AND SKILLS
In-depth knowledge of running evaluative clinical trials
Ability to communicate efficiently and effectively
Confident negotiation skills
Discretion in handling confidential material
Commitment to spending approximately two days per month on EME business
Track record of research achievement and leadership
QUALIFICATIONS REQUIRED
Higher degree
Clinical/healthcare background
Research background in EME research

Role summary

Members of the EME board consider applications received from the UK clinical and scientific research community for clinical trials and evaluative studies in patients; to test the clinical efficacy of interventions, add significantly to our understanding of mechanisms and processes at the biological and behavioural level, explore new scientific and clinical principles and test and develop new methodologies. The Board make funding decisions based on peer review and the Board discussion.

The EME Board meets three times a year in London, for a two day meeting, so an overnight stay may be required. Details on applications and other Board issues are sent in advance of the meetings.

To give an idea of commitment, the average amount of time spent by members on Board business is equivalent to about 18 days per year for all purposes, including meetings and reading papers.

Board members are allocated a number of applications that they will be expected to take the lead on at the Board and will comment in depth and act as advisers to the rest of the Board. All Board members will vote on the merits of the application unless they are excluded from the discussion due to a conflict of interest, and are therefore requested to read all applications and not just those they have been identified as leading on. Board Members are expected to attend and actively participate in Board meetings. As it is not possible for the membership of the Board to cover all areas of expertise, members are expected to not only comment on their specialist area, but also advise on other issues, and share responsibility for the decisions of the Board collectively.

Each Board meeting will consider both preliminary applications and full proposals. Preliminary applicants receive feedback from the Board, prior to submission of a full proposal. Members are required to declare any conflicts of interest.

Tenure of Board Members is four years in the first instance. Extensions to tenure may be made for an additional two years at the discretion of the Board Chair, Deputy Chair and EME Programme Director.