

## Trial Steering Committee Role Description

One role that RUG (Research User Group) members can undertake is sitting on a Trial Steering Committee (TSC). RUG members can be **valuable members of the research team**, having a role to play in the management and governance of the trial.

### Role of the Trial Steering Committee

The Trial Steering Committee is the executive body that has overall oversight of the trial.

### Roles of the Trial Steering Committee include:

- To monitor the progress of the trial and monitor adherence to the protocol
- To consider recommendations from the Data Monitoring Committee (DMC)
- To make recommendations to the Trial Management Group (TMG)
- To consider new information as it becomes available

### Role of a RUG member sitting on a Trial Steering Committee

The Trial Steering Committee is comprised of independent members and some members of the trial team. Each member, including PPIE members, brings a different perspective, experience and knowledge to the trial team. All members of the Trial Steering Committee share the general role outlined in the Committee's Terms of Reference which will be agreed and finalised at the first meeting.

As a public member of a Trial Steering Committee we ask you to:

- Attend meetings (these may be teleconference or face-to-face) for the duration of the trial
- Provide a public perspective on discussions which may include the outcomes from the public advisory group linked to the study
- Respond to written or verbal communications about the study between meetings providing a public perspective
- Maintain the confidentiality of discussions and information relating to the Trial Steering Committee meetings and activities
- Highlight any patient related issues that may inform the work of the committee and the progress of the study

*If you have any questions or specific support needs within this role, please let the PPIE team know and they will do their best to support you in your role.*

PPIE Team Contact details: