

Module Specification (Distance Learning)

In collaboration with University of London International Programmes



1. Title:	Project Management and Research Coordination
2. Module code:	CTM203
3. Institution:	Faculty of Epidemiology and Population Health London School of Hygiene & Tropical Medicine Keppel Street London WC1E 7HT http://www.lshtm.ac.uk/eph
4. Module Organiser:	Robin Henderson
5. Mode of study:	Distance learning
6. Type:	Elective module
7. Duration and dates:	<p>Deadlines if taken as part of a formal award:</p> <p>Application deadline: 30 June each year</p> <p>Registration deadline: 31 August each year</p> <p>Course registration duration: Up to 5 years</p> <p>Course starts: 1 October each year</p> <p>Examination takes place: Usually June each year (date to be confirmed)</p> <p>Deadlines if taken as an individual module (i.e. not registered for formal award):</p> <p>Application deadline: 31 August each year</p> <p>Registration deadline: 30 November each year</p> <p>Registration duration: 2 years</p> <p>Module study starts: 1 October each year</p> <p>Examination takes place: Usually June each year (date to be confirmed)</p>
8. Credit points:	15 credit points will be awarded on successful completion of this module at Masters level (Level 7),
9. Notional Learning Hours (NLH):	<p>On average the module should take about 150 hours to complete, consisting of the following:</p> <p>Computer-Assisted Learning (CAL) sessions: 40 hours</p> <p>Additional reading time: 24 hours</p> <p>Assignments: 14 hours</p> <p>Self-directed learning: 72 hours.</p>
10. Aim:	To introduce a range of project management techniques, tools and methods which can help ensure the smooth delivery of clinical trials. This module will provide students with a full understanding of project and business management theory in the context of a clinical trial. Students will learn how to develop a project management plan, identify key milestones and develop delivery plans. The module will explore implementation and co-ordination of the project plan with an emphasis on communication and project promotion and monitoring. It will also consider the major challenge of identifying barriers to implementation and creating deliverable solutions.
11. Learning objectives:	<p>On completing this module students should be able to:</p> <ul style="list-style-type: none"> • understand why project management should be applied to clinical trials, • appreciate why trials must be managed strategically, • develop detailed project plans including identifying and allocating resourcing for the plans and setting up time lines for the project, • allocate and manage resourcing of the trial, • develop a detailed budget for a clinical trial,

	<ul style="list-style-type: none"> • understand how the stakeholders interact with the project and how you can work more effectively with stakeholders, • identify project risks and methods to manage the risks, • understand the principles required to actively control the progress of the trial, • develop strategies to manage issues as they arise on the trial.
12. Content:	<p>This module consists of nine CAL sessions:</p> <p>The Research Agenda Project Planning – Scope and Quality Project Planning – Resources Part 1 Project Planning – Timelines Project Planning – Resources Part 2 Project Planning – Budget Project Planning – Understanding Stakeholders Project Planning and Risk Project Implementation and Close-Out.</p>
13. Learning methods:	<p>Learning is self-directed against a detailed set of learning objectives, identified at the start of each chapter, using the materials provided.</p> <p>Student support is available from the module tutors through the web-based discussion forum in which students are encouraged to participate. In addition, module tutors provide written feedback on the submitted assessed assignment.</p> <p>The course uses Computer-Assisted Learning (CAL) material to introduce and explain the principles and methods covered in the module. It is important that all the CAL sessions are completed and understood at each step before progressing with further sessions.</p>
14. Assessment procedures:	<p>Formal assessment of the module will be by an assessed assignment (20%) and by a two-hour unseen written examination (80%).</p> <p>Examinations are normally held in a student's country of residence, in one of over 650 examination centres worldwide. They are arranged mainly through Ministries of Education or the British Council. A local fee will be payable. A list of examination centres can be found at http://www.londoninternational.ac.uk/current_students/general_resources/exams/exam_centres/index.shtml.</p> <p>If students fail an examination at the first entry they will be allowed one further attempt, the following year.</p>
15. Prerequisites:	<p>All of the Clinical Trial (CT) elective modules assume familiarity with the material and terminology introduced in the core CT modules. Students who do not have a background in clinical trials may need to spend some time familiarising themselves with terminology before they can successfully complete any of the CT elective modules.</p> <p>Those wishing to study this module must have regular access to the internet as this module is taught online and through web-based discussions.</p> <p>Students must meet the standard of English required to study this course. See http://www.lshtm.ac.uk/prospectus/english.html.</p>
16. Attendance:	No maximum number
17. Selection, if applicable:	This module is one of the optional modules available to those studying the MSc <u>Clinical Trials</u> course but may also be studied by those registered for the MSc <u>Epidemiology</u> course. Those studying for the PG Diploma in Clinical Trials under the credit framework scheme may also choose to study this module. Alternatively, it may be taken as an Individual Module.

18. Fees:	For current schedule of fees see http://www.londoninternational.ac.uk/fees/schedules/lshdm.pdf .
19. Scholarships:	MSc only – see http://www.lshdm.ac.uk/prospectus/funding/ for details.
20. External accreditation:	None
21. Application process:	Applications are managed by the University of London International Programmes (website: http://www.londoninternational.ac.uk/).
22. Further enquiries:	Enquiries may be emailed to distance@lshdm.ac.uk .