Dr Natalia Reglinska-Matveyev

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EMPLOYMENT AND EXPERIENCE:

Research and Operations Manager at the University of Edinburgh (March 2022 - present)

Operational management of the Asthma UK Centre for Applied Research and project management of other COVID-19 research projects within the respiratory portfolio, as well as management and development of the Scottish Allergy and Respiratory Academy which provides training for healthcare professionals.

Key responsibilities:

- Provide operational and research management for a portfolio of COVID-19 projects including management of several grant budgets, providing financial reports to funders and working with the wider respiratory and data analysis team on resource planning. Liaison with the University legal and business development teams to review and negotiate contracts.
- Lead on the effective operational management of AUKCAR, which is a UK-wide virtual centre comprising of 13 universities and further 8 associated organisations. This will involve: liaison with (and organisation of) the Independent Advisory Board and Management Committee meetings for governance of the centre, stakeholder engagement especially as a key member of the Patient and Public Involvement (PPI) team, provision of ongoing project management to ensure achievement of milestones and successful delivery of the programmes and platforms of work (in collaboration with the Programme and Platform Leads). Lead on the interim and final report writing to funders.
- Pro-actively identify research opportunities and build networks that can respond to funding opportunities. Facilitate the development of funding proposals, including large multidisciplinary and multi-centre grants, to ensure the long-term development of EAVE II, AUKCAR and the Respiratory Research Group.
- Work closely with the Usher communication team and other organisations to direct and oversee knowledge exchange activity, including dissemination of research findings via various channels to ensure maximum impact of research, public-facing events and organisation of the AUKCAR 2-day Annual Scientific Meeting
- Manage and develop the Scottish Allergy and Respiratory Academy (SARA), which provides training for healthcare professionals across various locations in Scotland. This includes securing sponsorship from industry and working with University Business development to generate new sponsors, planning events and liaison with the educational faculty.

EPAD Programme Manager at the University of Edinburgh (Mar 2021 – present)
Providing leadership and oversight for all aspects of the European Prevention of Alzheimer's Dementia (EPAD) data, images and biological samples access programme.

Key Responsibilities:

- Responsible for the programme to ensure that access requests are managed in-line with applicable processes and ethics and regulatory requirements
- Coordinating and leading the cross functional (internal university) team involved in the access processes
- Manage vendors and external third parties involved in the fulfilment of access requests
- Communicating with external researchers about the types of data, images and samples that are available and the processes required to obtain access
- Establishing and oversight of the processes required to integrate new data into the EPAD database
- Oversight of grant budgets and funds generated by sample access
- Coordinating the completion and submission of reports required by the grant funders
- Line management of a Project Administrator

Clinical Project Manager at the University of Edinburgh (Jun 2017 – Oct 2020)

1. Managing clinical project teams to deliver high quality research projects including multimillion commercially sponsored observational studies as well as drug trials at the Edinburgh Dementia Prevention.

2. Supporting the set up and operational management of the European-wide innovative platform clinical trial investigating interventions in dementia prevention, sponsored by The University of Edinburgh.

3. Establishment and operationalisation of processes for sharing study participants' biological samples with the commercial or academic external requestors for the purpose of further research.

Key Responsibilities:

- Liaising with internal and external multidisciplinary teams comprising Sponsor's Office and Regulatory Team members, partner organisations representatives, Intervention Owners, associated CRO Project Managers and 3rd party vendors
- Oversight of the project agreements and budget reconciliation
- Setting up new and improving existing operational processes as per project-specific requirements
- Providing operational input to protocols and other study-specific documentation
- Generating projections and tracking patient recruitment
- Continuous analysis of project progress and recognising potential risks. Developing appropriate mitigating actions and providing practical effective solutions to a variety of problems with financial and operational consequences
- Organising project team meetings and calls
- Presenting and leading workshops during investigator meetings
- Team leader and line manager for the local study staff

Study Coordinator at the University of Edinburgh (Jun 2016 – Jun 2017)

Leading a multidisciplinary study team and project management of multimillion commercially sponsored research study at the Edinburgh Dementia Prevention.

Key Responsibilities:

- Supporting the set up and management of a new research facility
- Set up and optimisation of on-site study systems and processes
- Preparation and submission of applications for local approvals
- Review and contribution to the study protocol amendments

- Managing project delivery at the site to ensure quality results that meet project goals, timelines and allocated budget
- Recruitment, project-specific training and supervision of new team members
- Coordinating patient recruitment, overseeing data and sample collection
- On-site monitoring and quality check of the collected research data
- Liaising with the study sponsor, local collaborators and external vendors

Project Specialist at Syneos Health (Apr 2015 – Feb 2016)
Providing overall project support to functional leads associated with the set up, management and close-out of worldwide clinical trials within Ophthalmology and Cardiovascular Diseases phases II and III to ensure the successful completion of project deliverables that meet client expectations, trial goals, timelines and allocated budget.

Clinical Trials Assistant at IQVIA (Feb 2015 – Apr 2015)
Supporting a global clinical project team in preparation and handling of clinical trial documentation and maintaining internal systems for operational management of worldwide clinical trials in a range of health areas and phases.

Clinical Trials Assistant in NHS Trust, NIHR Research Network (Aug 2014 – Nov 2014)
Supporting Clinical Trials Coordinators in initiation and management of phase II-IV cancer trials.

EDUCATION AND TRAINING:

PhD in Experimental Medicine, Haematology at Imperial College London (Nov 2011 – Dec 2014)
Laboratory-based research project, funded by BHF, on blood coagulation mechanisms.
Publications:
1.'TFPI cofactor function of protein S: essential role of the protein S SHBG-like domain', Blood, 2014
2.'Factor V functions as a synergistic cofactor with protein S for TFPI', J. Biol. Chem., 2017

Mini MBA at Imperial College London, Business School (Nov 2013 – Jun 2014)
Programme included: Business Ethics, Accounting, Strategy, Marketing, Entrepreneurship and Statistics Workshops using IBM SPSS.

GCP Training and Workshop Series at Imperial College London, Joint Research Compliance Office (Jan 2013 – Apr 2014)
Sessions included: Monitoring and Study Documentation, Clinical Trial Authorisations and MHRA Inspections, Ethics and Approvals, Data Management, Safety Reporting, Informed Consent and Participant Information Sheets.

BSc (Hons) in Pharmacology at the University of Dundee (Sep 2007 – Jun 2011)
Full-time studies covering various aspects of drug targets and biochemistry.
Final year lab-based project within the Centre for Neuroscience on cell signalling which involved calcium imaging, confocal microscopy and immunocytochemistry.

SKILLS:

- Native in Polish language and fluent in English language.
- Substantial experience in people management through coordinating multidisciplinary teams and line managing the local study staff.

- Considerable experience in project management of research studies.
- Effective working within various research environments, including global Clinical Research Organisations, NHS Trusts, academic labs and Trial Centres.
- Ability to work according to regulations as described in Good Clinical Practise and GDPR principles.
- Results driven and detail orientated approach to task delivery and output.
- Proven problem solving skills. Ability to resolve issues through consultation and negotiation while ensuring compliance with all regulatory procedures and according to the relevant policies.
- Advanced decision making skills. Collaborating with the relevant project members with emphasis on discussing risks or issues and making adequate decisions.
- Excellent skills in developing new/improving existing operational processes for successful project delivery.
- Excellent communication and interpersonal skills. Liaising with stakeholders at various seniority levels.
- Working effectively both as part of a team and also independently.
- Planning and prioritising work accordingly and managing time efficiently.
- Understanding of the key agreements and contracts required for a research project.
- Establishing and managing the study budget.
- Monitoring, quality-checking and reporting abilities.
- Advanced data management and data analysis skills.
- Proficient in using Microsoft Office systems.
- Excellence in presenting at local, national and international meetings as well as during videoconferences.

INTERESTS AND ACTIVITIES:

- Portrait photography
- Millinery (formal hats and fascinators) business set up and management
- Camping, recreational cycling and hiking
