

Clinical Trial Recruitment Operations Benchmark

A printable benchmark for intake speed, ownership, prescreen movement, records readiness, source quality, stale risk, and reporting confidence.

How to use this worksheet

Bring this into a vendor demo, sponsor-site meeting, or internal workflow review. Check what is true today, circle weak spots, and use the score boxes to decide what needs attention first.

01 Movement before enrollment

Score 1-5

- Measure time to first action, prescreen completion, reviewable fit, records readiness, scheduled movement, stale rate, and close reason quality.
- Separate workflow movement from final eligibility or enrollment outcomes.
- Use the benchmark to spot risk before enrollment numbers are the only signal left.

Notes

Use this space for vendor questions, site blockers, or sponsor follow-up.

02 Source and blocker quality

[Review](#)

- Compare sources by response, prescreen completion, reviewable candidates, records readiness, scheduled visits, stale rate, and close reasons.
- Track recurring blockers: no response, missing records, pending review, scheduling constraints, criteria questions, or source mismatch.
- Name the next action for each blocker pattern.

03 Reporting confidence

[Ready?](#)

- Sponsor updates should explain what changed, what stalled, why it stalled, and who owns the next action.
- The report should come from daily workflow movement, not manual reconstruction before a meeting.
- Use benchmark gaps as vendor-demo questions.

Notes

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