

Roles and Responsibilities

Role:	Disease Specific Sub-Group (DSSG) Clinical Chairperson DSSG Co-Chair DSSG Translational Co-Chair
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Key Requirements

The DSSG Clinical Chairperson (A.), Co-Chair (B.), Translational Co-Chair (C.) will be a Member of Cancer Trials Ireland. The Clinical Chairperson/ Co-Chair will be a Consultant Oncologist/Haematologist in the given field and they will have clinical research experience including experience as a Principal Investigator in trials within the disease specific sub-group.

The Translational Co-Chair will be a PhD Scientist in the given field and they will have oncology research experience including experience as a Senior Investigator in oncology research within the disease specific sub-group.

Main Functions and Responsibilities

A./B./C. Clinical Chair/Co-Chair, Translational Co-Chair

- Representing the members of the DSSG by assessing research study proposals for suitability to be conducted in Ireland.
- Membership of the Scientific Management Group (SMG) which is responsible for the approval or adoption of studies proposed by the DSSG into the Cancer Trials Ireland portfolio.
- Growing the profile of Ireland as a country to do research studies in by collaborating with similar collaborative research groups and industry partners both nationally and internationally.
- Representing Cancer Trials Ireland and the DSSG group at conferences and meetings both nationally and internationally.

A. Clinical Chair

- Leading the DSSG meetings (minimum two meetings per year with *ad hoc* meetings when required).
- Reviewing and approving the slides, agenda and portfolio map ahead of each DSSG meeting.
- Reviewing and approving the DSSG meeting minutes.
- Attending SMG meetings, after each DSSG, to present on the DSSG approved studies within the portfolio and discussing the approval/non-approval of each study presented.
- Assisting study Chief Investigators (CI) in reviewing and assessing the information presented at DSSGs as well as decision-making and the impact of decisions relative to the medical oversight and continuing benefit/risk monitoring of Cancer Trials Ireland-sponsored clinical trials.

Roles and Responsibilities

- Facilitating discussion of, and agreement on actions required related to safety aspects of all studies in the DSSG portfolio with special focus on in-house studies sponsored by Cancer Trials Ireland.
- Reviewing and selecting National Lead Investigators on new collaborative and industry studies in the portfolio if there is more than one investigator nominated for the same position and if necessary, in consultation with the Clinical Lead/ Vice Clinical Lead/ SMG.
- Act as an escalation point for issues that arise within the portfolio, e.g. studies with potential clashing recruitment timelines.

B./C. Clinical Co-Chair/Translational Co-Chair

- Assist the Chair as required in the performance of their responsibilities.
- Where applicable, make joint decisions with the Chair.
- Act as a back-up to the Chair when required and take on the responsibilities as outlined in Section A.
- Lead the DSSG meetings and represent the DSSG at SMG meetings if the Chairperson is unavailable.
- Attending SMG meetings, after each DSSG, to present on the DSSG approved studies within the portfolio and discussing the approval/non-approval of each study presented.

C. Translational Co-Chair

- Championing translational aspects of trials in the portfolio.
- Attending SMG meetings, after each DSSG, to present on the DSSG approved studies within the portfolio and discussing the approval/non-approval of each study presented.

Accepted by:

Chair/Co-chair: _____

Clinical Lead: _____
Print name Signature Date
(dd-MON-yyyy)