

## Roles & Responsibilities

<b>Role</b>	Disease Specific Sub-Group (DSSG) Clinical Chairperson DSSG Co-Chair DSSG Translational Co-Chair
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### 1. Key Requirements

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

The Translational Co-Chair can be either a clinician or an academic researcher at the level of professorship in the given field. They will have oncology research experience including experience as a Senior Investigator in oncology research within the disease specific sub-group.

### 2. Main Functions and Responsibilities

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

- Reaching out to other disciplines to form a multidisciplinary DSSG (inclusion of surgeons, radiation oncologists, pathologists).
- Representing the members of the DSSG by assessing industry study proposals sent by NCTO as part of the feasibility process 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 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 three meetings per year with *ad hoc* meetings when required).
- Developing the meeting agenda with the DSSG lead / coordinator.
- Reviewing and approving slides and the 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.
- 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.

### **3. Task List**

A Task List is appended to this R&R document, which summarizes the task, which will need to be performed by the Chairs and Co-Chairs.

## Roles & Responsibilities

**4. Acceptance of the Chair/Co-Chair to fulfill the Roles and Responsibilities assigned to him/her.**

*Accepted by*

*Chair/Co-  
chair:*

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*Clinical  
Lead*

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*Print Name*

\_\_\_\_\_

*Signature*

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*Date (dd-Mon-yyyy)*

### Appendix 1: TASK LIST:

#### DSSG Meetings:

1. Chairing/Co-chairing regular DSSG meetings and ad-hoc meetings of the group.
2. Develop a strategy for the DSSG.
3. Develop the agenda for the meeting (might include the invitation of a speaker if suitable).
4. Request and review nominations for National Lead Investigator for new collaborative/industry studies.
5. Reviewing slides and portfolio maps for the meeting and minutes of the meeting.
6. Consider medical oversight and benefit/risk issues of new trials .
7. Inclusion of representatives from other disciplines.
8. Inclusion of young and/or returning investigators in the group.
9. Champion translational aspects of trials (Translational Co-Chair).

#### Other Tasks:

10. Review of industry study proposal sent by NCTO in light of suitability for the portfolio.
11. Attending SMG meetings (presenting new studies put forward for approval).
12. Connecting with other collaborative groups to acquire suitable studies for Ireland.
13. Connecting with industry to acquire suitable studies for Ireland.
14. Attending conferences as Cancer Trials Ireland representative, e.g. abstracts for presentations/poster must include the Cancer Trials Ireland affiliation.