

SWOG
<http://swog.org>

Policy Memorandum No.48

Subject: Job Description of Translational Medicine
Subcommittee Chair

Departments Affected: Group

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JOB DESCRIPTION OF TRANSLATIONAL MEDICINE SUBCOMMITTEE CHAIR

General Responsibilities

Appointed by the Disease or Research Committee Chair, the Translational Medicine Subcommittee Chair of each Disease or Research Committee acts within the mission and vision of SWOG to oversee translational science in his or her respective committee. The TM Subcommittee chair will encourage the integration of basic science research and biomarkers into clinical trial design, and stimulate other investigators to produce innovative strategies in translational medicine to contribute effectively to the prevention, management, and/or cure of cancer. Furthermore, the TM Subcommittee Chair should facilitate the development of these strategies into quality Group translational medicine components and full studies.

Specific Responsibilities

1. Maintains a comprehensive understanding of the scientific and other relevant clinical-translational issues of the committee, including knowledge of banked specimens.
2. Formulates innovative hypotheses to be tested and strategies for long-term study.
3. Stimulates and encourages translational medicine ideas for protocols from SWOG investigators.
4. Is aware of relevant studies being performed and planned by other groups and institutions. Works with NCI and NCTN groups to plan new studies.
5. Seeks out and encourages laboratory scientists to engage with SWOG, including encouraging their membership in SWOG, in order to increase both the breadth and depth of SWOG translational medicine research.
6. Reviews and evaluates all proposed translational medicine study capsules for scientific merit, clarity, and feasibility for conduct within the Group.
7. Responds to all NCI reviews related to translational medicine on proposed studies in conjunction with the Committee Chair, Study Chair and Study Statistician.
8. Maintains lines of communication with the other Translational Medicine Subcommittee Chairs in the proposal, development, and management of protocols.
9. In conjunction with the Committee Chair, appoints a Translational Science Leader for each appropriate trial coming through his or her committee.
10. Assists in identifying funding opportunities to support translational medicine goals.
11. Interacts with the Publications Manager, Study Chairs, and Study Statisticians to monitor abstract submissions and manuscript preparation on all translational medicine studies within the committee to assure strategic and timely completion and submission.

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12. Participates in periodic committee review activities to refine and/or redirect Group research priorities and directions.
13. Understands and upholds the policies and procedures of the Group and works with committee members in ensuring the same.
14. Responds to and communicates with the Committee Chair including activities related to the Translational Medicine Subcommittee Chair performance evaluation.
15. Serves as a liaison between SWOG leadership, including the Group Vice-Chair for Translational Medicine and Executive Officer, and their respective committee, in communicating policy of SWOG/CTEP/NCI/NCTN regarding banking procedures as well as appropriate biomarker and correlative studies (specifically in relation to SWOG Policy #39 - <http://swog.org/Visitors/Download/Policies/Policy39.pdf>).