

Canadian Cancer Trials Group Patient Representatives Committee Chair Request for Applications

The [Canadian Cancer Trials Group \(CCTG\)](#) is requesting applications for the volunteer position of Chair of the Patient Representative Committee.

CCTG is a cooperative oncology research group that designs and administers clinical trials in cancer therapy, supportive care, and prevention across Canada and internationally. We support a collaborative network of researchers, physicians, scientists, and statisticians internationally recognized for finding the treatments that give people with cancer longer, better quality lives.

CCTG has been a leader in the development and implementation of a robust patient engagement program. "Patients as partners" in cancer trials is core to CCTG's mission, values, and strategic plans. It is also a priority for CCTG's founding funder, the Canadian Cancer Society (CCS). The perspective of the patient is integrated into the development of clinical trials and their execution. Every scientific committee has at least one patient representative to fulfil this role. Patient Representatives are also members of oversight committees, including the Data Safety Monitoring Committee, Clinical Trials Committee, and Strategic Executive Advisory Committee.

These activities are organized by a Patient Representative Committee (PRC) led by a volunteer Chair as per the committee's Terms of Reference. The PRC is a closely knit team of capable, articulate, passionate, highly engaged, and mutually supportive volunteers, all with lived experience as patients or caregivers in a wide variety of cancers. More information about the PRC is on the CCTG website, linked here: [Patient Representative Committee](#)

The Chair of the PRC is appointed by the CCTG Director for a term of 5 years, renewable once. At the conclusion of 2024 the term of the current chair will expire. To ensure the sustainability of the PRC's vital work, CCTG has launched a search process to identify a suitable successor.

VOLUNTEER ROLE SUMMARY

The Chair of the Patient Representative Committee plays a pivotal role in ensuring the voices and perspectives of patients are integrated into the clinical trial development and implementation processes of the CCTG. This position requires a deep passion and commitment to patient-centered care, advocacy, and a comprehensive understanding of the challenges and needs faced by cancer patients. This volunteer leadership position serves as a vital bridge between patient representatives, CCTG management, scientific investigators, and important external stakeholders like funders. This position has strong support from CCTG management and administration including a staff patient engagement lead. The time commitment is an average of 3 days a month distributed across the year including 3-4 expense paid trips to Toronto. There is an honorarium for the Chair and each of the patient representatives.

KEY RESPONSIBILITIES OF THE VOLUNTEER PRC CHAIR

- Effectively lead and facilitate a committee of volunteers who are cancer patients, or caregivers, who are responsible for reviewing and providing advice on CCTG's research activities and priorities.
- In conjunction with the Patient Engagement (PE) Lead, recruit, interview, and onboard new representatives.
- In conjunction with the PE Lead, coach and mentor volunteer Patient Representatives.

- Liaise with scientific committee leaders to ensure that both investigators and the patient representatives are supported in the work of the scientific committee.
- Represent the PRC as required in CCTG strategic planning and high-level operational planning, and development of supportive annual work plans and deliverables.
- Plan, develop and chair the associated quarterly meeting agendas, PRC portions of the Annual Spring Meeting agendas and activities; review and approve draft minutes.
- Participate in the development of the PRC portion of the Canadian Cancer Society and National Cancer Institute National Clinical Trials Network (NCI NCTN) core operational grant application processes.
- Participate in the CCTG Clinical Trials Committee (CTC) meetings 3 times a year as the patient reviewer, reporting and scoring on all new research proposals.
- Ensure CCTG's Equity, Diversity, Inclusivity, Indigenization and Accessibility (EDIIA) policy and initiatives are reflected in the committee's work, including in the recruitment of new patient representatives and the review of research questions and methods.

LEADERSHIP PROFILE

- An empathetic and facilitative leader who can foster relationships, build consensus, and bring out the best in others.
- Experience in engaging, motivating and supporting volunteers.
- A strategic thinker with strong organizational skills.
- A quick learner with an ability to synthesize detailed information.

QUALIFICATIONS

- Lived experience of cancer as a patient or caregiver.
- Extensive experience working with cancer patients, survivors, or advocacy groups.
- Demonstrated leadership skills and experience.
- Excellent interpersonal skills, with the ability to engage and inspire diverse stakeholders.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Commitment to patient-centered care and the principles of equity, diversity, inclusivity, indigenization, and accessibility. An appreciation of clinical research is an asset.

How to apply:

Please submit your resume and a cover letter outlining your qualifications and interest in the position to prcchair@ctg.queensu.ca by **June 30th, 2024**. In your cover letter, please highlight your experience working with cancer patients and advocating for patient-centered research and/or healthcare. In your email, please list your: full name, preferred pronouns, address, phone and email.

The CCTG welcomes applications from individuals from equity deserving groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the 2SLGBTQIA+ community and others who reflect the diversity of Canadian society.