National Cancer Research Institute (NCRI)

Clinical and Translational Radiotherapy Research Working Group (CTRad)

Remit of CTRad

CTRad is an NCRI initiative setup in 2009 to focus on clinical and translational issues relating to radiotherapy and radiobiology, as well as developing a portfolio of practice-changing trials. CTRad has also been tasked with actively promoting translation of new discoveries into practice.

CTRad's mission statement

To maximise quantity and quality of life for patients receiving radiotherapy by optimising tumour control and minimising toxicity. Click here to see CTRad's strategic vision 2018-2021.

Workstream Co-chair Role Profile

CTRad Workstream Co-chair

Appointment of CTRad Workstream Co-chairs

Co-chairs will usually be a current CTRad member, however former members and other outside applicants are not precluded from applying. Appointment will be for three years in the first instance, with the possibility of a three-year extension.

Outgoing Co-Chairs who are not re-appointed will be invited to become members of their Workstream.

Duties and responsibilities of CTRad Workstream Co-chairs

In addition to the responsibilities expected of Workstream Members, each pair of Workstream Co-Chairs will share the responsibility of running Workstream meetings, teleconferences and workshops as required; they are also expected to attend bi-annual CTRad's Proposals Guidance Meetings[1]. Each pair will oversee a multidisciplinary group of Workstream members to deliver the agreed objectives of the workstream, and are also responsible, either directly or by delegates, for the following:

- Plan and prepare Workstream meeting agenda and review minutes / notes and actions

[1] As a guide, Workstream face-to-face and teleconference meetings include but are not restricted to:
- Executive Group face-to-face meetings: half-day, up to twice a year
- Executive Group teleconference meetings: 1 – 1.5 hours, once every four to six weeks, up to a maximum of ten each year
- Workstream teleconference meetings: 1 – 1.5 hours, once every four to six months, up to three times a year
- Workstream face-to-face meetings: half-day, up to twice a year
- Proposals guidance face-to-face meetings: half-day or full day, up to twice a year
- Participation at other meetings for individual projects, as agreed with the Executive Group.

- Agree clear objectives with Workstream members in contribution to the maintenance and further development of CTRad's remit, including timelines and deliverables, agree ways of working to achieve these objectives, and monitoring progress of the Workstream
- Ensuring Workstream members are enabled and encouraged to make effective contributions to the Workstream, with well-defined tasks and direction setting clearly agreed, especially for new members
- Overseeing and contributing to the portfolio of trials developed / adopted by or allocated to the Workstream
- Proposing membership of the Workstream in consultation with the CTRad Chair, Deputy Chair and NCRI's Radiotherapy Research Manager
- Providing advice to the NCRI and attending meetings as needed
- Act as a spokesperson for the Workstream and liaising with other CTRad Workstreams
- Be members of the Executive Group of the CTRad, regularly attending meetings and reporting to the CTRad Chair
- Promoting good clinical research practice
- Providing input to the Experimental Cancer Medicine Centre (ECMC), NICE appraisals and other research groups as required
- Liaising with other national and international trials organisations
- Adhering to NCRI branding guidelines when communicating on behalf of the Workstream or in capacity as a CTRad member.

Qualities required in CTRad Workstream Co-chairs

The candidate for Workstream Co-chair must have highly-developed leadership skills, be an excellent communicator and skilful team player. Specifically, the post-holder should demonstrate the following experience and competencies:

- Member of the research community with academic excellence in radiotherapy research
- Previous experience of chairing research meetings effectively
- Evidence of an ability to provide leadership to a research group
- Ability to take action and implement decisions
- Previous track record of collaborative research across different institutions as relevant to their expertise
- Have relevant national and international links
- Show enthusiasm and commitment to developing inclusive, UK-wide approaches to radiotherapy and associated radiobiology research.

The clinical Co-chair is expected to be a clinical oncologist, while the other Co-chair is expected to be in a discipline relevant to the Workstream's remit. It is expected the two Co-chairs would provide complementary expertise in key disciplines and, where possible, will be drawn from diverse geographical areas.

Code of conduct

The NCRI's purpose is to improve health and quality of life by accelerating progress in cancer-related research, through collaboration. To help us achieve this, CTRad Workstream Co-chairs are asked to:

- Abide by the values highlighted in the NCRI strategy, by being collaborative, dynamic and determined, and acting with integrity, professionalism and intelligence
- Always act in the best interests of the charity and support NCRI's 4 key strategic aims, to:
  - Ensure a coordinated portfolio of research related to cancer
  - Seize opportunities and address challenges in research relevant to cancer
  - Continuously improve the quality and relevance of research related to cancer
  - Accelerate the translation of cancer-related research into practice
- Abide by the NCRI expenses policy when claiming travel costs relating to meeting attendance.

Further information on CTRad can be found on the CTRad webpage (ctrad.ncri.org.uk).

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