

# CRP Consumer Advisory Group (CAG) Membership

## MEMBER ROLE DESCRIPTION

<b>Position Title:</b>	Member, Cancer Research Program (CRP), Consumer Advisory Group (CAG)		
<b>Reports To:</b>	Direct	CAG Chair(s)	
	Indirect	CRP Management Committee	
<b>Position Type:</b>	Consumer Representative	<b>Location:</b>	533 St Kilda Rd, Melbourne
<b>End of Tenure:</b>	Two years from commencement date (renewable for a further four years)		
<b>Key Relationships:</b>	Internal	CAG members, CRP staff including, registry coordinators and program managers.	
	Alliance	Consumer representatives who are members of registry Steering Committees and Working Groups.	

### POSITION PURPOSE

The CAG member will be an integral part of this committee and thus share, with their CAG peers, responsibility for the advocacy, leadership, evaluation, and continuous improvement of consumer engagement practice in the Cancer Research Program (CRP). The CAG Terms of Reference is an important document to accompany this role description.

Incumbents in this role may also choose to take on other consumer engagement roles as Consumer Representatives for individual registries within the CRP. This role description is specific to their role on the CAG.

### CONTEXT

#### Vision

The vision for the CRP is to improve health care and outcomes for patients diagnosed with cancer through the establishment and oversight of Clinical Quality Registries (CQRs). CQRs collect and assess population-based data on diagnosis, treatment, and outcomes to identify variation in the quality of care provided to patients. This information is fed back to health services, via benchmarked site reports, so sites can identify areas for improvement and implement changes to improve the care provided to their patients leading to better patient outcomes.

#### Operating Environment

The Cancer Research Program (CRP) is internationally recognised for its translational cancer research in the field of registries. The CRP has established and maintains eight clinical registries, including registries for thyroid cancer, upper gastrointestinal cancers (pancreas, biliary, stomach, oesophageal, liver), colorectal cancer, melanoma, gynae-oncological cancers (ovarian, cervical, endometrial, uterine), prostate cancer and lung cancer. The CRP work closely with industry, government, health services, other research institutes and community groups to learn, train and conduct their research and receive funding from diverse national and international groups like the NHMRC, MRFF, the Movember Foundation, and numerous industry groups.

The School of Public Health and Preventive Medicine at Monash University is Australia's largest manager of clinical registries, with over 30 registries gathering powerful data on health service provision and patient outcomes across medical devices and treatments, medical conditions, and clinical domains. The CRP was established in 2014 to enhance the cancer research focus across the School of Public Health and Preventive Medicine's clinical and public health activities.

### KEY RESPONSIBILITIES

- Contribute to the effective functioning of the CAG through active participation in meetings and in other committee-related communications (including reading and other preparation as required and following up on actions identified in a timely way).
- To undertake all background reading, attend training or seminars and participate in other development activities to support full and active participation in this role.
- To be conscious of issues of diversity and representation and actively consider broader views – understanding and being conscious of the nature and limits of your specific personal experience and point of view and to consider a diversity of consumer needs and interests beyond these limits (this may extend to identifying key questions to be answered or population groups whose needs and interests require further understanding/ exploration).
- Communicate with consumers and/or members of individual CRP registry Steering Committees and Working Groups as well as the CRP Management Committee.

### Other Requirements

- Participate in the evaluation of consumer engagement – formal and informal (interviews, submission of perspectives on experience, participation in group evaluation interviews/discussions as well as routinely providing feedback on the experience of engagement)
- Assist with other tasks/projects as reasonably required

### CONFIDENTIALITY AGREEMENT

Written declarations of confidentiality will be submitted on appointment to the CAG and archived by the CAG Chair.

### CONFLICT OF INTEREST

Written declarations of conflict of interest/s will be submitted on appointment to the CAG and archived by the CAG Chair. This is affirmed at the attendance of every meeting.

### SELECTION CRITERIA

#### Experience

- A personal experience of cancer as a patient, a person who has cared for another with cancer, or a family member or friend.
- Previous involvement in committees or working parties as a consumer representative/advocate is desirable but not required.

#### Skills

- Ability to work within a team environment
- Ability to work in a fast paced, changing environment
- Ability to offer feedback within a short turnaround time

#### Qualifications

A diversity of backgrounds, including occupation, ethnicity, location, and education levels, will be sought for the membership of the CAG to reflect the wider community affected by cancer.

#### The Person

The following personal characteristics will be highly valued in members of the CAG:

- A demonstrated commitment to principles of justice, access, and equity in health care.
- A demonstrated commitment to consultation with the patient community they are representing.
- Capacity to be actively involved in codesign and knowledge dissemination.

### EQUITY & INCLUSION

Monash University is committed to promoting equal opportunity in employment, education and service delivery in accordance with universal principles of equity, fairness and social justice and in compliance with anti-discrimination laws. We want our students, staff, contractors, appointees, volunteers and partners to be able to enjoy an environment free from all forms of unlawful discrimination, harassment, vilification and victimisation.

Monash University makes decisions on employment, engagement, promotion, and reward on the basis of merit. We are committed to all aspects of equal opportunity, diversity, and inclusion in the workplace and to providing all students, staff, contractors, appointees, volunteers and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in the Monash University Equal Opportunity Policy. We require all staff, students, contractors and visitors to ensure their conduct complies with this Monash University policy and its supporting procedures.

The CRP values diversity and uses a range of methods to proactively seek to hear the voices of those who are under-represented in our consumer engagement work. This extends to diversity of cancer experiences, life experiences, age, culture, language, literacy, and area of residence.

## TERM

This role is for a 2-year term with the opportunity for renewal in accordance with CAG needs and status of committee membership at the time.

## REVIEW PERIOD

A six-month review period will be in place for each appointment. At six months post-appointment, the CAG member will meet with the Chair to discuss their experience, suitability, the role and/or supports required.