

## A-ONC Lung Liaison Job Description

Responsibilities of the A-ONC Lung Liaison include but are not limited to:

1. **Mandatory** attendance at all core and main meetings. (2 meetings/year)-*participation in monthly A-ONC teleconferences*
2. Review of all new protocols/forms/amendments for the Lung oncology program, act as a resource for other Alliance nurses regarding protocol execution within Lung related protocols (available via phone and/or email).
3. Collaboration across committees on projects, publications, educational initiatives, research, etc.;
4. Provision of nursing perspective and expertise regarding study design and methods; *as well as patient education*
5. Serving as a Principal and/or Co-investigator on Alliance trials as appropriate
6. Publication/Dissemination of Alliance-related research findings.
7. *Active participation at Lung meetings for protocol development. Assist in the education of other nurses and CRPs and others of the multidisciplinary team,*

Minimum requirements for position include:

1. Registered Nurse
2. Employment at an Alliance Institution
3. Demonstrated Commitment to the Alliance –*letter of interest*
4. Minimum of 1 year experience working with research protocols within the cooperative group setting.
5. Minimum of 1 year clinical oncology nursing experience.
6. Main employer will allow time to fulfill position requirements as well as **financial support** (documented via letter or email)
  - a. Anticipated time commitment (2-4 hours/month)
  - b. Two-four days away with each Alliance meeting (2 meetings/year)
7. Prefer experience with Lung Oncology

Those interested in A-ONC membership should submit a CV/Resume and a one page letter of interest by **July 22, 2019**. Decisions regarding A-ONC membership will be made by August 1, 2019. Specifically, your letter should address the following points:

1. Please provide a letter of financial support from your PI or supervisor, or indicate other sources.
2. Your area of expertise (clinical, education, administrative, research). Please be specific. For example, if you possess clinical expertise, describe your specific disease or modality-focus (breast cancer, prevention, symptom control etc.);
3. Explain what contributions you will make to the committee and
4. Provide evidence that your current supervisor will support your participation (An email communication from your supervisor, addressed to Lisa Kottschade, is satisfactory).

**All application materials should be sent to Lisa Kottschade APRN, CNP at [Kottschade.lisa@mayo.edu](mailto:Kottschade.lisa@mayo.edu) no later than July 22, 2019.**