



## **Roles of the CDTRP Patient, Family, and Donor Partnerships Platform Academic Co-Lead**

CDTRP's Patient, Family, and Donor (PFD) Partnerships Platform academic co-lead contributes to the strategic development of the CDTRP network, sets priorities for the Platform, provides thoughtful leadership, and promotes the Platform's success and integration across the network.

With the support of the management team, the Platform academic co-lead supports the Platform's vision: to engage and meaningfully integrate PFD partners in CDTRP's themes, working groups, grant development, research, and knowledge mobilization activities. The platform is responsible for the deployment of CDTRP's PFD Partnership strategy, including the development of training tools, the evaluation of the impacts of PFD partnership, as well as the facilitation of interactions between researchers and PFD Partner.

The Platform is managed by the PFD Partnerships Manager, who is responsible for working with the Platform co-leads in planning and implementing strategic decisions, determining priorities, and future directions to ensure the Platform's success.

Platform Leads act as representatives on internal and external committees and events.

### **Anticipated annual time commitment:**

- Attend monthly calls with PFD Manager (~ 10 hours per year)
- Attend 5 – 6 CDTRP Executive Meetings (~10 hours per year)
- Attend PFD specific events, including CDTRP's annual Patient, Family, and Donor Research Forum (~8 – 10 hours per year) and other specific PFD events, as needed.

### **With the PFD Manager, the Platform leadership is responsible for:**

- Setting the strategic direction for the Platform, including
  - Sharing external learning/training opportunities with the PFD Manager.
  - Supporting the development of training opportunities.



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- Supporting the development of the CDTRP annual PFD Research Forum.
  - Advising on proposed amendments to our PFD Terms of Reference.
  - Advising on PFD engagement strategy.
  - Supporting PFD Manager with professional development opportunities.
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- Attending virtual meetings, webinars, and teleconferences designed for PFDs.
  - Ensuring Platform and PFD integration across CDTRP activities.
  - Participating as an active member of the CDTRP Executive Council.
  - Participating in Platform leadership meetings.
  - Participating in the annual evaluation process

#### **Term**

- Two years, renewable

#### **Platform lead appointment and transition process:**

- Interested candidates send their CV and a short statement (~200 words) about why they are applying for the role.
- Candidates will be selected by a committee of the CDTRP Senior leadership team and Executive members
- To transition into the role, the new lead will join a meeting with the current Platform leadership team.



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