



Roles of the CDTRP Patient, Family, and Donor Partnerships Platform Co-lead

CDTRP's Patient, Family, and Donor (PFD) Partnerships Platform PFD 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 PFD Partnership Manager, the PFD 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 partners.

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.

The Platform PFD Co-Lead acts as a representative of CDTRP 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 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.
 - Supporting the development of the CDTRP annual PFD Research Forum.
 - Advising on proposed amendments to our PFD Terms of Reference.



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- 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 platform evaluation process
 - Showing leadership in sharing living experience in research projects and CDTRP activities and supporting other PFD Partners as needed.

Term

- Two years, renewable

Remuneration

The PFD co-lead is eligible for remuneration and reimbursement as outlined in CDTRP's PFD Partnership Platform Terms of Reference and will be reimbursed for actual expenses incurred by the member to participate in pre-authorized CDTRP activities.

Platform lead appointment and transition process:

- Interested candidates provide a short statement (~200 words) about why they are applying for the role, including current and previous roles related to patient engagement and patient-oriented research.
- Candidates will be selected by a committee of the CDTRP Senior leadership team and Executive members