

**Policy Memorandum No. 52**

**Subject:** Job Description of Chief Medical Officer  
**Departments Affected:** Group

**Page 1 of 2 pages**

**Original Release Date: May 2026**

**JOB DESCRIPTION OF CHIEF MEDICAL OFFICER**

**Summary**

- Reports to: SWOG Group Chair(s)
- Requirements: MD or DO with specialty oncology training
- Location: Remote or at (a) Group Chair Office; travel expected
- Employed through: Chief Medical Officer's (CMO's) home academic institution, with potential additional support from the Hope Foundation for Cancer Research

**General Responsibilities**

Appointed by the Group Chair(s), the SWOG CMO oversees general daily group operations, while helping develop and overseeing specific areas of importance to SWOG (see below). This allows the Group Chair(s) to focus on achieving SWOG's highest-level objectives, including the scientific goals of the SWOG Strategic Plan.

**Specific Responsibilities**

*SWOG Education and Training*

1. Work with the SWOG Training Manager to develop comprehensive onboarding and continuing SWOG educational materials for all new committee chairs, early-stage and principal investigators, and other leaders
2. Review, maintain, and update education and training resources, including all materials in the Learning Management System
3. Actively participate in Leadership and Project Development (LeaP-D) training and mentoring

*Grant Applications for SWOG- and Hope Foundation-Based Grant Programs*

1. Oversee development and distribution of applications
2. Collect and triage materials and applications
3. Assign appropriate reviewers
4. Conduct reviews and disseminate results

*Appointments of Committee Chairs and Executive Officers*

1. Oversee set-up of appropriate search committees
2. Actively participate in candidate selection for the interview process
3. Aid search committees in suggesting candidates to Group Chair(s) for potential appointment

*Job Descriptions for Leadership Positions*

1. Write job descriptions for key personnel positions selected by the Group Chair(s)
2. Maintain up-to-date job descriptions for leadership positions

**Page 2 of 2 pages**

**Subject:** Job Description/Chief Medical Officer  
**Policy Memorandum No. 52**

*Group Operations*

1. Work with the Group Director of Network Operations and Chief Operations Officer to ensure SWOG meets Operation Efficiency Working Group Timelines
2. Oversee all SWOG quality assurance activities, including audits and serious adverse event reporting
3. Assume responsibility for SWOG-held IND studies and related correspondence with FDA
4. Advise executive officers on committee chair oversight
5. Maintain a comprehensive understanding of operational issues for the Group
6. Interact with NCI and other partners, where appropriate, on behalf of the Group Chair(s)
7. Aid committee chairs, executive officers, the Vice-Chair for Membership and Accrual, and Group Chair(s) in high-level conflict management
8. Regularly visit Operations, Hope Foundation, and Statistics and Data Management Center (SDMC) offices identifying nascent problems and supporting staff
9. Collate SWOG procedures and incorporate into a highly usable, dedicated manual (e.g., committee chair and executive officer selection and performance reviews, onboarding new leaders, Executive Review conduct and guidelines, etc.)

*Senior Advisor to Group Chair(s)*

1. Serve as experienced Senior Advisor to Group Chair(s) on scientific portfolio
2. Advise on complex operational issues, including funding and relationships with other NCTN groups

*Member Engagement*

1. Work closely with Executive Officer for Community Site Engagement to ensure community inclusion and community participation in protocol development
2. Work with Vice-Chair for Membership and Accrual and the Director for Communications to develop, distribute, and analyze polls assessing member satisfaction, including post Semi-Annual Group Meeting surveys