

	Association of Oncology Social Work Operations Manual – Job Description	Date Approved	04/27/2006
		Dates Revised	2/6/98 12/15/03, 04/27/2006, 11/7/2007; 2/5/08
	Director, Social Work Oncology Research Group (SWORG)	Dates Reviewed	11/7/2007; 2/5/08

I. JOB SUMMARY

The SWORG Director is elected by the membership and serves as a voting member of the board of directors for a term of three years. The Director is responsible for the overall education and involvement of AOSW members with regard to clinical and/or intervention research projects, skills training and dissemination of research findings. In conjunction with the Board of Directors and management company staff, the Director will:

1. Monitor clinical and intervention research protocols, research grant applications, and research expenditures involving AOSW.
2. Facilitate and guide the development of new and innovative protocols to explore clinical issues or problems or problems of interest to the membership (e.g., the etiology of sexual dysfunction among brain tumor patients), or to test a clinical intervention with defined outcomes (e.g., utilization of psychotherapy to relieve elevated distress and to reduce overall health care costs).
3. Review and approve member requests to access the AOSW membership for purposes of conducting research studies.
4. Identify opportunities for AOSW involvement in collaborative research with government, private institutions or community-based agencies, as appropriate.
5. Promote or develop opportunities for the dissemination of research findings having relevance to advancing the empirical basis for social work practice.
6. Promote and develop opportunities for AOSW members to refine and apply their research skills.

II. DUTIES AND RESPONSIBILITIES

- A. A Core Leadership Committee will be appointed by the SWORG Director, with the approval of the AOSW Board, and consisting of no more than five (5) members from amongst experienced researchers in the organization.
- B. Attends Board meetings and provides a written report on the activities of the Social Work Oncology Research Group (SWORG).
- C. Chairs the SWORG core leadership committee to recruit AOSW participants in the development and coordination of research protocols, educational initiatives and dissemination projects. The Director will oversee and consult on all protocols, initiatives and projects, and will recruit members for specific activities based upon interest and expressed support of members' institutions.

- D. Conducts an annual meeting of SWORG at the AOSW Annual Conference to enlist members, solicit recommendations for new protocols, initiatives and projects, and provide updates concerning existing activities.
- E. Reviews all research protocols that propose recruiting AOSW members as subjects, and evaluates these proposals for their relevance of the project for AOSW, scientific rigor, and human subjects assurances, including receipt of approval by the investigator's Internal Review Boards (IRB). See Policy and Procedures document for SWORG Research Protocols for details regarding recruitment of members for research.
- F. Generates manuscripts and reports for publication based upon completion of activities, and determines authorship prior to the initiation of such activities. Includes authoring a research column for AOSW Newsletter with inclusion of articles at the discretion of the Communications Chairperson.
- G. Develops educational sessions that focus on research designs and methodologies for potential inclusion in the program of the AOSW Annual Conference, other national meetings as indicated or regional conferences.
- H. Identifies opportunities for the Director or other AOSW members to participate in collaborative research and research education and dissemination activities with NCI, NASW, IASWR, and other organizations sharing similar interests.
- I. Submits appropriate expense reimbursement form with receipts attached (originals preferred) to the main office within 30 days of incurred expense.
- J. Shall orient his/her successor to policy and procedures for this position.
- K. Supervises and coordinates the SWORG listserv.

III. QUALIFICATIONS

- A. Active membership in AOSW.
- B. Prior active role in other national, state, or local organization preferred.
- C. Must be able to attend AOSW conference every year of term of office