

NATIONAL OFFICER OF RESEARCH

1.1 Position Details

The National Officer of Research (NOR) position was created to support the translation of CFMS projects into peer reviewed works. The NOR will be responsible for organizing the agenda of the CFMS Research Program, and developing a knowledge dissemination strategy to aid in evidence based advocacy for medical students.

Additionally, the NOR will provide support to all portfolios of the CFMS to coordinate research initiatives and projects, and build a network of relevant partners to establish and advance the goals of the representative body to impact the larger academic community.

1.2 Overview of Responsibilities

Role Specific Responsibilities:

- Develop and maintain a list of funding opportunities, and prepare applications for grants and funding sources that are relevant to CFMS research proposals.
- Maintain a list of all past and on-going projects and proposals, and summaries of findings that can be used to effectively advocate for medical students.
- Establish an ethical approach to CFMS based collection of research data, and an approval process for project methods.
- Develop a set of guidelines for translating knowledge gathered from CFMS research project to external partners that does not hinder future formal publication.
- Disseminate collected knowledge to general members and appropriate secondary parties through appropriate mediums.
- Develop templates that can be utilized by the CFMS for research proposals, conference abstracts, posters, and papers.
- Act as an advisor and provide feedback on CFMS related research submissions to ensure professional and high-quality material.
- Create a repository of contacts for appropriate research conferences and peer-reviewed publications, and build/ maintain strong relationships with these key industry figures.
- Engage and support all CFMS portfolios in conducting and publishing valuable research for the organization.
- In collaboration with the National Officer of Health Policy (NOHP) and Global Health Program National Officers will be responsible for submitting updated position papers to academic conferences and peer-reviewed academic journals.

General National Officer Responsibilities:

- Attend the CFMS Spring General Meeting and the annual Canadian Conference on Medical Education
- Submit a report to the CFMS President bi-annually (AGM and SGM).
- Attend monthly (or as arranged by executive members) National Officer teleconferences

1.3 Skills Required

- Strong previous knowledge, understanding and experience with research methodology and publication, with a preference for formal certification including, but not limited to, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.
- Leadership and self-initiative are critical to developing a strong research program and connecting with other CFMS portfolios to further advance evidence-based advocacy.
- Organization and punctuality are essential as the majority of responsibilities will be conducted over email, phone and at conferences. Applicants must be passionate and fully committed while managing their time effectively, and working within tight deadlines.
- Well-developed networking and interpersonal skills, particularly with faculty, students and industry leaders in the field of research and knowledge translation, and other internal portfolios within the CFMS.
- Strong oral and written communication skills are a necessity as the NOR will be expected to develop and edit applications, proposals, presentations and manuscripts that reflect the organization to members, industry experts, and external third parties.

1.4 Selection Process and Term

- The NOR shall be selected via an application package created by the President
- Each fall following the AGM, the NOR Jr. shall be selected based on review of the application package conducted by the Nominations Committee and interview conducted by the President and NOR Sr.
- At the completion of a one year term, the NOR Jr. shall assume the office of NOR Sr., subject to final approval at AGM by the CFMS Executive based on prior performance
- The NOR Sr. will have a term of one year
- If, at any AGM, the CFMS Executive does not approve the NOR Jr. to assume the office of NOR Sr., then two NOR Jrs. shall be selected following that AGM
 - In such a situation, when the two NOR Jrs. concurrently complete their one year term, only one NOR Jr. can assume the office of NOR Sr., subject to final approval at AGM by the CFMS Executive based on prior performance