

## **Role of the Members of the OncologyPRO Working Group - December 2022**

### **General:**

- Have overall responsibility for content quality and topics on the OncologyPRO website with special attention in their area of expertise
- Foster new educational resources including: E-Learning and V-Learning activities
- Advise on new sections on OncologyPRO
- Identify and formulate new CME opportunities Supervise the relevance and updating of online educational resources
- Advise on improvements to the site including search, usability and structure

### **E-learning modules**

- Agree on a list of topics and authors for the E-Learning Modules with the other Members in their subject area
- Review / feedback/ approve the E-Learning presentations when delivered
- Be willing to prepare a Module in their own expertise area, if/when asked

Members will also be expected to act as ambassadors for the website, sharing personal experience and feedback with the ESMO team, and suggesting new areas of development.

### **General requirements (for E Learning Modules)**

We ask the OPWG Members to respond within a timely manner to all requests.

Feed-back on E-Modules first draft submitted should be given within a maximum of **15** calendar days. Feed-back/replies on other issues (authors' names, general opinions, suggestions) opinion on second, third draft, should be given within a maximum of 7 calendar days.

General requirements for all projects

If a Member is likely to be unavailable for an extended period, he/she should let the OPWG Chair and ESMO Head Office staff know.

If, at any time, a Member is no longer able to fulfil the role, he/she should let the OPWG Chair and ESMO staff know asap.

Individual members may be asked to take on additional specific responsibilities, according to their expertise and availability.

### **Participation in the Working Group meetings**

The Working Group meets twice a year and we ask that you prioritise your attendance at these meetings.