Appendix A. NODES Position Descriptions	
Role	**Responsibilities**
Clinical Director (or team of Clinical Co-Directors/Associate Directors)	*Provides oversight, leadership and mentorship to local Node and CSP study teams and ensures the successful conduct of CSP studies at the local Node site *Identifies, mentors and collaborates with prospective and existing Site Investigators *Works closely with medical center leadership at the site to promote and encourage clinical trial efforts throughout the institution *Ensures appropriate resources and support for CSP research efforts including space requests, laboratory needs, or study specific needs *Works with the NODES Associate Director-Operations to develop the Node site budget *Ensures CSP and NODES research procedures, process improvements, initiatives and projects are successfully executed at the site *Strengthens connections within the CSP network to provide greater opportunities for interdisciplinary research *Collaborates with local and national stakeholders to achieve CSP objectives *Engages with CSP Coordinating Centers in the feasibility, planning, and implementation of CSP trials *Participate in programmatic strategic planning of CSP and NODES * Facilitates the submission of CSP study Letters of Intent (LOI) from the site for review and potential funding
Associate Director-Operations	*Provides supervision, leadership and mentorship to local Node and CSP study teams *Identifies, mentors and collaborates with prospective and existing Site Coordinators and other CSP study team members *Works with the NODES Director to develop the Node site budget *Works with study team members to develop site study budgets for each site's respective studies

	*Ensures appropriate resources and support for CSP and NODES research efforts *Ensures research process improvement initiatives and projects are successfully executed *Strengthens connections within the CSP network to provide greater opportunities for interdisciplinary research *Collaborates with local and national stakeholders to achieve CSP objectives *Engages with CSP Coordinating Centers in the feasibility, planning, and implementation of CSP trials *Participates in programmatic strategic planning of CSP and NODES *Provides mentorship for new Node Sites/NODES Expansion efforts *Provides mentorship and support for CSP study team members *Provides/arranges for back-up coverage for study team members that are on planned and unexpected leave *Human Resources: Facilitates job posting, interviewing, hiring, and training for study staff (study coordinators, research nurses, study research assistants, etc.) *Conducts meetings with site study teams to share best practices, deliver education and training, and to discuss successes/challenges as it relates to clinical trial execution *Completes local and national study auditing, as well as data and adverse event reporting *Assists with special projects/workgroups locally & nationally
Manager(s)	*Provides oversight, direction and guidance to local CSP study teams on all clinical trial related activities *Collaborates with local and national stakeholders to achieve CSP objectives *Assists Director and Associate Director-Operations in engagement with CSP Coordinating Centers in the feasibility, planning, and implementation of CSP trials

	*Human Resources: Facilitates job posting, interviewing, hiring, and training for study staff (study coordinators, research nurses, study research assistants, etc.) *Provides back-up coverage for study team members that are on planned and unexpected leave *Completes local and national study auditing, as well as data and adverse event reporting *Assists with coordinating and executing meetings with site study teams to share best practices, deliver education and training, and to discuss successes/challenges as it relates to clinical trial execution *Assists with special projects/workgroups locally & nationally
Clinical Research Nurse	*Provides back-up coverage for study team members that are on planned and unexpected leave (for all studies) *Provides medical informatics expertise as it relates to the Electronic Medical Record *Forms/Templates/Documents/Poster Specialist *Assists with special projects/workgroups locally & nationally
Clinical Research Administrator	*Provides back-up coverage for study team members that are on planned and unexpected leave (for studies not requiring an RN) *Coordinates required performance data submissions for program evaluation efforts *Produces Bi-Annual local NODES Newsletter *Schedules meetings, prepares agendas, & minutes *Organizes/Plans/Arranges travel *Maintains Director's calendar *Assists with special projects/workgroups locally & nationally
Clinical Research Assistant	* Coordinates monthly meetings with site study teams to share best practices, deliver education and training, and to discuss successes/challenges as it relates to clinical trial execution * Assists site teams with travel coordination for CSP-related study kick-off/annual meetings *Assists site teams with CSP related purchase orders *Assists new hires with completion of VA trainings