

# Critical Elements Project

## Medical Officer, GS/GP-602-13/14/15

### Element #1: Advances Biomedical Research Priorities and Innovation.

- Provides specialized medical expertise in basic, clinical and/or translational research (general)
- Performs scientific and administrative reviews or analyses of applications/proposals from a programmatic viewpoint (extramural)
- Analyzes current research activities and program needs, and identifies areas of underdevelopment (general)
- Analyzes and interprets data and prepares summaries of laboratory findings. Maintain records of results. (intramural)
- Establishes goals and directions for relevant research. (general)
- Manages grants and/or portfolio contracts, program announcements, including funding requests. (extramural)
- Oversees program portfolio and continually monitors correspondence between portfolio and program mission. (extramural)
- Develops opportunities for program staff to be exposed to state-of-the-art research methodologies and findings. (general)
- Coordinates and/or supports activities to strengthen DOC's ability to achieve its mission and goals by (fill in specific activities based on position). (general)
- Organize and manage scientific peer review meetings, ensuring an objective, thorough, and fair peer review of grant applications and/or contract proposals. (extramural)
- Report results of scientific peer review meetings – prepare required documentation of review meetings, procedures, and activities for advisory Councils/Boards that are complete, accurate, and timely by established timeframes. (extramural)
- Develops strategic opportunity plans and/or organizes research group/meetings to contribute to extramural/intramural prioritization efforts. (general)

- Organizes research groups and meetings to analyze research topics of potential programmatic emphasis. (general)
- Assures all deadlines are met within appropriate timeframes and in appropriate priority order for tasks related to the IC mission. (general)
- Develops at least one innovative strategy to enhance and/or expand the use of internet based IT to improve public access to government information and services. (general)
- Oversees/performs specialized scientific research which involves participation in the design, planning, conduct, and evaluation of research experiments. (intramural)
- Facilitates one invention report, patent application or receipt, establishment or implementation of CRADA or other notable material transfer in current FY. (general)

**Element #2: Facilitates collaboration, communication, and teamwork.**

- Leads/actively participates in staff meetings and informational meetings. (general)
- Articulates, promotes, and supports shared vision of program goals and priorities. (general)
- Works in a professional and timely manner with administrative staff to accomplish administrative requirements. (general)
- Collaborates on research and other team projects within and outside of the IC. (general)
- Keeps supervisors and staff informed of administrative and scientific developments. (general)
- Coordinates program efforts by meeting with partner organizations within the IC, NIH, and other agencies, and other academia and advocacy groups to facilitate research collaborations and work toward shared scientific goals. (general)
- Serves on trans-IC, trans-NIH, or other inter-agency committees in relevant scientific areas. Activities could include institutional and scientific community service (activities that support the overall NIH intramural and/or extramural research enterprise), participation in various working groups such as CRADA committees, Central Tenure Committee, Animal

Care and Use Committee, FARE review panels, search committees, and questionnaire review committee, etc., and projects with other partner organizations/networks. (general)

- Maintains professional demeanor and shows collegial and respectful treatment of fellow employees and team members. (general)
- Develops presentations for at least 3 meetings/year in field of expertise. (general)
- Develops and presents concepts for needed resources related to particular research programs. (general)
- Actively assists in planning activities for program such as contract/grant proposals, seminars, resources, and training, etc. (general)
- Demonstrate progress and effective supervision of a personal research program or clinical trial, as evidenced by maintenance of administrative safety standards and codes, peer recognition, participation in manuscript reviews, peer-reviewed manuscripts published, participating in development of long-term budget planning, etc. (general)
- Cooperates to meet overall workload needs for the review unit. Displays flexibility in situations with changing demands or priorities and works with other staff to promote efficiency, eliminate bottlenecks, and coordinate program functions. (general)
- Communicates effectively with staff to ensure that duties and responsibilities are clearly understood and can be completed in a timely manner. Appropriately distinguishes tasks for professional and support staff. (general)
- Facilitates novel national and international collaborations in research area to accelerate answers to important clinical/therapeutic/basic issues. (general)
- Strengthen the integration and collaborations among clinical research networks/extramural networks to help insure an inclusive process of prioritization and effective implementation of high priority trials. (general)
- Provide technical assistance to other scientists in the lab to facilitate their experiments. (intramural)

**Element #3: Provides expert scientific consultation to relevant constituencies.**

- Engages with scientific constituencies at professional meetings and other contexts to communicate program priorities. (general)
- Seeks input on program priorities from relevant constituencies. (general)
- Reviews manuscripts for peer-reviewed journals in areas of expertise. (general)
- Gives invited lectures and presentations to various constituencies (NCI, NIH, other agencies) (general)
- Provides consultation to grantees about program and scientific priorities. (extramural)
- Serves as a major source of scientific knowledge. (general)
- Responds in a timely and effective manner to requests for data and other information from organizations within and outside government. (general)
- Provides expert review of applications for funding. (extramural)
- Supports and oversees development of fact sheets for dissemination at scientific meetings and conferences. (general)
- Serves successfully in leadership role for competitive sourcing of contracts to support programmatic goals. (extramural)
- Significantly contribute to the submission of one to three scientific manuscripts pertaining to the research area for publication in peer-reviewed journals. (general)

**Element #4: Serves as a mentor.**

- Proactively shares knowledge or provides assistance with at least two junior staff members or trainees. (general)
- Serves as a role model for leadership by encouraging teamwork and collaborative approach. (general)
- Develops opportunities for program staff to be exposed to state-of-the-art research methodologies and findings. (general)
- Active participation in current mentorship programs, i.e. mentoring a postdoctoral fellow or management intern, other trainee, student or other staff including provision of opportunities for training, collaborations, career

growth, conduct of ethical research and other activities fostering research interest. (general)

**Element #5: Maintains knowledge and expertise in relevant scientific topic area and contributes to scientific advances.**

- Consistently exhibits authoritative knowledge of planning and evaluation policies for a portfolio of research projects, research programs and/or contracts in assigned program areas. (general)
- Maintains an active medical license. (general)
- Maintain familiarity with relevant literature and current developments in the area of study and related disciplines. (general)
- Notable scientific, clinical or professional accomplishments as exemplified by receiving awards, appointments to committees or scientific society positions, or peer recognition through invitations to provide presentations. (general)
- Stays abreast of scientific advances and identifies research priorities in the field of responsibility by attending at least two meetings, workshops, seminars, etc., per year in a relevant topic. (general)
- Oversees research and assures compliances with HHS regulations. (general)
- Maintains active membership in relevant professional organizations. (general)
- Contributes to scientific literature in areas of expertise. (general)
- Assesses project requirements and identifies additional training needed for project completion. (general)
- Participates in planning national or international scientific meetings. (general)
- Properly interprets and stays current on the laws, regulations, and policies related to conflict of interest, review criteria, human subject protections and inclusion, animal welfare, and other relevant factors related to peer review. (general)
- Provide clear and accurate information about review policies and procedures to applicants, reviewers, members of the scientific

community, other NIH staff, and in response to inquiries from the public. (extramural)

- Meet NIH training requirement for 2 ESA (Extramural Scientist Administrator) credits per year. (extramural)
- Serve as an expert resource for NCI, NIH-wide steering committees. (general)

**Element #6: Patient Care (for T38 only)**

- Actively participates in Continuing Medical Education Program, such as attendance at Grand Rounds. (general)
- Maintains an active medical license. (general)
- Serves as a medical liaison between IC Division/Branch/Lab and outside partners/research groups. (general)
- Monitors progress and conduct of clinical trials and determines appropriate corrective steps and interventions decisions to ensure the safety and protection of participants. (general)
- Serves as an expert representing the IC in the clinical trials domain with partners and advisory boards across NIH. (general)
- Explains clinical trials and medical processes to patients and family in a way that they understand and can make reasoned decisions. Remains open to questions and requests for additional information. (general)
- Clearly and effectively communicates goals and objectives to medical personnel involved in clinical trials and other patient care. (general)
- Ensures clinical trial and patient care meets NIH and HHS IRB guidelines. (general)
- Effectively designs, conducts, or directs clinical investigations or trials to enhance research goals and objectives of the Division/Branch/Lab. (general)
- Participates on IC/NIH committees to determine selection and implementation of interventions, clinical outcomes, and patient safety issues for clinical trials. (general)

**Potential additions to Supervisory Element (all general)**

- Oversees budget and allocation of resources consistent with program priorities.
- Maximizes strengths of program staff.
- Provides strategic and financial direction and supervision.
- Fosters a team work environment, helps identify and resolve issues that may impede communication, offers suggestions to improve working relationships, and is open to input from others.