Senior manager, guidelines and standards

Position summary:
The senior manager of guidelines and standards manages SIR’s standards document development and methods with supervision by Quality and Performance Improvement (QPI) director. This position is responsible for developing and refining SIR methodological practices used in developing guidelines, practice parameters, and other standards documents according to IOM criteria. This position also manages the annual prioritization of standards topics, leads in the recruiting of writing group members and ensures the timely completion and publication of documents. This position will build the knowledge-base and expertise in standards for the specialty of interventional radiology by keeping up-to-date with organizations engaged in guideline development and applying that knowledge in order to guide and train the QPI program manager, standards volunteers and writing group members.

Position functions and responsibilities
To perform this job successfully, each essential duty and responsibility must be performed satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

Essential functions and responsibilities
- Under the oversight of the QPI director, leads the development and dissemination of standards products, including clinical practice guidelines (CPGs), clinical consensus statements (CCSs), Appropriate Use Criteria (AUC) and other types of documents.
- Serves as the procedural and methodological expert for SIR guideline writing committees
- Develops and maintains expertise in SIR guideline methodologies, styles and procedures as well as knowledge of the wider clinical guideline landscape. Facilitates content concordance between multiple guidelines to prevent conflicting information.
- Supports writing committee literature review and preparation of study-based evidence tables and clinical practice recommendations including supporting text and references. Coordinate with librarian to facilitate literature review.
- Serves as primary staff support to writing committees composed of physician volunteers and project manager for document creation and publication.
- Provides guidance to QPI manager to ensure successful coordination of CPG writing group meetings and clear communication of action items following the meeting
- Integrates written materials drafted by multiple authors into a single document using Microsoft Word and rigorously edits under the direction of the writing committee chairs. Assists guideline writing committee members with creation of figures and tables as needed.
- Works with outside organizations to recruit representatives for multi-specialty workgroups in these activities

Secondary Functions and Responsibilities
- Works in collaboration with relevant committees and provides staff support to clinical committees as assigned.
- Performs outreach and develops relationships with external organizations for peer review and public comment of standards products.
• Works with communications to promote published documents through press releases, social media and other channels.
• Prepares and manages schedules and track progress of guideline writing committees to ensure that projects are on schedule and deadlines are met.
• Proofreads final, approved documents for accuracy, format, and style. Prepares files for delivery to journal publications staff.
• Under the supervision of the QPI director works with the education division to develop content on CPG methodology and development

Knowledge, Skills and Abilities
• Minimum of five years’ experience in healthcare, professional association or related environment; or three years of experience and a related master’s degree (e.g., MPH, MHS, MHA).
• Applied knowledge of PICO question development and evidence-based medicine required
• Understanding and knowledge of the health care industry, private and academic practice environments, and physician performance and quality programs required.
• Demonstrated ability to simultaneously manage multiple, complex projects in varying stages of development.
• Excellent prioritization and time management skills as well as the ability to work well under strict deadlines and high production requirements.
• Superior writing, proofreading/editing, spelling and grammar skills as well as attention to detail and accuracy in all written communications.
• Medical or technical writing experience desirable

Education:
• Master’s degree (e.g., MPH, MHS, MHA).

Experience:
• Experience in the development of clinical practice guidelines and leading writing groups required
• Experience collecting, computing, and analyzing statistical data
• Experience in use of statistical software, such as SAS, SPSS, desirable

Working Conditions/Physical Requirements:
Small, fast paced open office environment with moderate noise levels. Use of phones and computers for extended periods of time. Utilize office equipment and communication technologies for conference calls and teleconference meetings/webinars. Requires general mobility to move through the facility. Ability to lift up to 25 pounds. Frequent interaction with internal staff and physician members/board via phone, in person, email and other mediums. Normal sitting and standing activities for an office environment. Some travel primarily for Annual Meeting.

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