



<b>Job Title:</b>	Manager, Clinical Activities	<b>Reports to:</b>	Associate Executive Director, Programs
<b>Department/Group:</b>	Clinical Activities	<b>Date posted:</b>	July 2022
<b>Location:</b>	Chicago IL	<b>Travel Required:</b>	2-3 times a year
<b>Direct Reports:</b>	none	<b>Position Type:</b>	Full Time

**Job Description**

**POSITION OVERVIEW**

The Manager, Clinical Activities, is responsible for supporting and coordinating all activities and projects regarding the development, dissemination, and implementation of position statements, consensus statements, systematic reviews, and evidence-based guidelines and related clinical decision support resources. They will work with the committees of the Council on Clinical Activities to plan and execute implementation of activities supporting epilepsy clinical and practice support activities.

**ROLE AND RESPONSIBILITIES**

Works collaboratively with the committees of the Council on Clinical Activities and senior staff to

- Participate in process improvement for development of AES consensus statements, clinical position statements, systematic reviews, guidelines, and other clinical guidance produced by AES Council on Clinical Activities committees through the identification and integration of epidemiologic research, and advances in evidence-based medicine.
- Areas of responsibility include clinical practice guideline and other evidence-based clinical guidance document development, conflict of interest disclosure, classification of evidence, and training those engaged in various clinical document development processes as needed on evidence-based medicine through various development processes.
- Works collaboratively with lead authors, facilitators, and author panels on assigned projects to meet and complete all major milestones of project development; sets and adheres to timelines; tracks project materials and ensures communication between the author panel and the reporting committee.
- Provides oversight of the literature review process. Engages with librarian services, obtains articles, distributes articles and abstracts to authors. Keeps abreast of reference management technology; uses identified technologies to improve the development process.
- Provides oversight of manuscript review and comment periods, including the identification of appropriate internal and external reviews and the compilation of responses for the authors.
- Works with committees and staff to develop dissemination plans as appropriate for clinical content such as consensus statements, clinical or practice position statements, review papers, systematic reviews, guidelines, and other clinical content. In addition, collaborates with Education staff on Clinical content dissemination via educational products and services that also meet Council on Education needs.
- Works with digital resource staff to ensure all clinical and practice-related content on the AES website and other digital properties is current and aligned with member needs.
- Keeps abreast of changes and improvements in clinical practice guideline through the Agency for Healthcare, Research and Quality (AHRQ), Patient-Centered Outcomes Research Institute (PCORI), Evidence-Based Practice Centers (EPC), American Medical Association, Guidelines International Network, GRADE, the Council of Medical Specialty Societies, and other related professional networks and associations. Liaise with related organizations and agencies as assigned for purposes of identifying opportunities for coordination and collaboration.
- Work with the Guidelines and Assessment Committee and its workgroups to facilitate evaluation and potential endorsement of guidelines developed by other organizations.

- With the Practice Management Committee, facilitates the identification of topics and develops questions and references for PI-CME activities in collaboration with the education staff supporting the Council on Education and its committees.
- Serve as an expert resource to other AES staff in areas related to clinical and practice issues.
- Serve as staff liaison as assigned to the committees and workgroups that report to the Council on Clinical Activities, supporting routine needs as well as facilitating content approval processes, contribute to drafting of board proposals, recommendations, and reports, and supporting leadership and member succession processes, in conjunction with committee and council leadership.
- Support Council on Clinical Activities and its committees in implementation of organizational strategic plan.
- Special projects and other duties as assigned.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Advanced degree in public health or equivalent health-related field preferred. Minimum five years progressive experience in clinical or health practice environment (academic, government, or healthcare association or similar), with experience contributing to departmental or organizational strategy and program execution. Knowledgeable regarding clinical practice guideline development, evidence-based medicine, and quality measures. Knowledgeable regarding office practice systems, electronic medical records, etc.

#### **PREFERRED SKILLS**

Demonstrated ability to translate strategic objectives of operational plans and direct execution against those plans. Excellent written and verbal communications skills. Successful track record of directing multiple projects in a fast-paced, deadline-driven environment. Highly accountable for own actions. Ability to formulate clear, concise, thorough and supportable recommendations. Exceptional interpersonal skills at all levels of the organization. Proficiency in Microsoft Office (Word, Excel, Outlook). Collaborative, solution-oriented team leader and colleague.

#### **AES VISION**

The vision of the American Epilepsy Society is to eradicate epilepsy and its consequences.

#### **AES MISSION**

The mission of the American Epilepsy Society is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy.

#### **AES VALUES**

- We are dedicated to improving the lives of people with epilepsy.
- We embrace innovation and strive for excellence in everything we do.
- We are an inclusive, collegial community, which enriches the experiences of all involved.
- We value collaborating with other organizations that are aligned with our mission to achieve greater results.

*AES is an Equal Employment Opportunity employer. Equal Employment Opportunity is a fundamental principle of the American Epilepsy Society, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information or any other protected status. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The American Epilepsy Society prohibits employee conduct that results in discrimination. Each manager and supervisor are responsible for implementing and supporting this policy. Anyone who violates another's rights in any of these areas is subject to dismissal. Discrimination is not tolerated in any form by AES and appropriate disciplinary action may be taken against any employee violating this policy.*



Approved By:	Eileen M. Murray	Date:	July 26, 2022
Last Updated By:	Eileen M. Murray Shawna Strickland	Date/Time:	July 22, 2022