

## Job Description

**Title:** Document Development and Application Manager  
**Reports to:** Director, Clinical Guidelines and Quality Practice  
**Status:** Full-time, Exempt  
**Date:** July, 2024

### Summary

The Document Development and Application Manager provides professional staff support and oversight for the development of clinical practice guidelines, position papers, reporting standards and best practice documents, as well as other assigned clinical and quality practice programs. Primary staff liaison to the expert writing groups that develop guidelines, best practice and consensus documents. This position also serves as a co-staff liaison to the Appropriateness Committee writing group for the development of appropriate use criteria and provide medical editing/copy editing for documents as needed. The position ensures consistent methodologic protocols for literature searches, development of papers and its derivative products. The position will work closely with the Director of Quality Practice supporting the vision and direction of the Society to promote improved patient health outcomes.

### What you will bring to the job (Requirements)

- Master's degree (health field, health sciences and epidemiology)
- A minimum of 5 years' experience in developing clinical guidelines, documents and with working with medical societies, associations, or healthcare field.
- Project management skills to coordinate and complete multiple projects simultaneously with minimal supervision.
- Staff liaison will develop and maintain knowledge of the committee's area of expertise and work effectively and cooperatively with volunteers.
- Highly motivated, results-oriented, and able to prioritize efforts to use limited resources efficiently.
- Demonstrated skills to apply effective oral, electronic, and written communication methods with colleagues and volunteers.
- Ability to collaborate effectively with all multi-disciplinary team members, both internal and external.
- Flexibility and adaptability.
- Proficiency in Microsoft Office, specifically in Outlook, Word, PowerPoint, and Excel required; ability to learn new technology as required e.g., using AL.
- Periodic travel required to staff writing group and other national meetings.

### What you own (Responsibilities)

- Take the primary lead in ensuring the development of guidelines, position papers, policies, and procedures.
- Assist in the development of implementation practice tools to be used with SVS guidelines, guideline derivative products, consensus statements, and evidence-based programs.
- Work with the assigned writing groups to manage development of documents, during planning, development, publication, distribution, and implementation. This includes coordinating writing group activities; establishing timelines and budgets for each project; identifying and tracking short and long-term milestones; and conforming to SVS policies and procedures.
- Assist in medical editing and writing documents as needed.
- Work with the Communication Department staff to promote relevant programs and projects for the SVS website, and other distribution channels.
- Other projects/activities and duties as assigned.

### Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional lifting required to move and store office supplies. Minimal travel to attend conferences and in-person meetings. Occasional evening and/or weekend work may be required based on business needs. Routine telecommuting is allowed.

## Job Description

### **Our commitment**

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large.

### **About the Society for Vascular Surgery**

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit [www.vascular.org](http://www.vascular.org).

The Society for Vascular Surgery is an Equal Opportunity Employer.