

Job Description

Title: Clinical Operations Associate SVS PSO
Reports to: Director of Clinical Operations SVS PSO
Status: Full-time

Revision: 7/15/2019

Summary

This position will serve under the direction of the Director of Clinical Operations of the SVS PSO. The primary role of this position is to assist with data integrity, PSO regulatory requirements and supporting regional meeting growth and development.

What You'll Bring to the Job (Skill requirements):

- Registered Nurse or Nurse Practitioner required
- Bachelor's Degree preferred
- 5+ Years' of experience in Vascular Disease preferred
- 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 work effectively with all multi-disciplinary team members, both internal and external
- Proficiency in Microsoft Office, specifically in Outlook, Word, PowerPoint and Excel required; Google docs/sheets, ability to learn new technology as required

What You'll Own (Responsibilities):

- PSO workforce records and training (ad hoc and annually)
- PSO named physician records (ad hoc and annually)
- Regional meeting presentations and travel
- Quarterly call with regional data managers
- Ad hoc coverage at VQI booths for meetings (i.e. AVF, SIR, SVM)
- Statistical/out of range data audit lead
- Assist Director with source data audits
- Assist Director with registry creation and revision
- Assist Director with maintaining device lists
- Assist Director with customer support questions
- Assist with VQI@VAM clinical content sessions
- Other duties as assigned

Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Frequent travel is required for this position. Occasional evening and/or weekend work maybe required based on business needs. Telecommuting is allowed.

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 6,000 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

To Apply:

Please send your resume to HRResumes@vascularsociety.org

The Society for Vascular Surgery is an Equal Opportunity Employer.