Career Opportunity for a Medical Guidelines Director at ESCMID

The European Society of Clinical Microbiology and Infectious Diseases (ESCMID) is the leading society in the world in clinical microbiology and infectious diseases, with members from all European countries and on all continents.

ESCMID is looking to fill the position of a Medical Guidelines Director, who oversees ESCMID’s medical guidelines portfolio, including the development and update of medical guidelines, and will report to ESCMID’s Executive Committee (EC).

Key responsibilities

- Assesses which new guidelines will be developed or endorsed by ESCMID, and which guidelines will be translated into other languages
- Works closely with the study groups to coordinate the writing of position papers and consensus documents
- Submits and gives a recommendation on medical guideline proposals for assessment and decision by the EC
- Ensures existing guidelines are regularly updated
- Is responsible for quality control of medical guidelines being developed
- Interacts with other societies developing medical guidelines (i.a. co-sponsorship, endorsement)
- Leads discussions on larger joint guidelines with partnering societies
- Appoints the chair and members of each new medical guideline drafting group and evaluates their declared conflicts of interest
- Envisions how to best organize the committee for developing medical guidelines and proposes innovations on medical guidelines SOPs, communication and implementation
- Regularly presents status reports about ongoing medical guideline projects at EC meetings (other bodies within ESCMID may be addressed as appropriate)
- Regularly reports to the Publications and Communications Officer
- Openly communicates with medical guideline stakeholders: the subcommittees, the Editor-In-Chief of Clinical Microbiology & Infection, and the Publications and Medical Guidelines Manager
- Oversees the budget for the preparation of medical guidelines (meeting participation and travel expenses are covered by ESCMID)

Qualifications and requirements

- Experience in writing and publishing medical guidelines (including methodological knowledge) and proven track record in the areas of clinical microbiology or infectious diseases
- Proficiency in written and spoken English
- Free of relevant conflicts of interest over the past three years and during the entire term of office (four years).
- Willingness to devote the requisite time to fulfill all duties and meet tight deadlines
- Availability to attend meetings in Europe
- Proof of team work, diplomatic skills and a transparent communication style.

Qualified candidates are invited to send their CV and a cover letter (max. 4 pages) stating their motivation, qualifications, experience and publication record as well as a vision for ESCMID’s medical guidelines portfolio to the Publications and Communications Officer Murat Akova (makova@hacettepe.edu.tr) before 30 September 2017.

For more information about the position before applying, please contact William Hope (william.hope@liverpool.ac.uk), the current Medical Guidelines Director.

Short-listed candidates will be informed of their status and interviewed over the following weeks.