



## POSITION DESCRIPTION

**TITLE:** Manager, Clinical Documents & Training Standards

**REPORTS TO:** Director, Quality Initiatives & Clinical Documents and Sr. Associate Director, Online Programs, Program Evaluation and Market Research

### FUNCTION AND SCOPE:

The Society promotes and advocates for the improved care of patients by supporting research, physician education, and the design and implementation of optimal health care policies and standards.

This position is responsible for delivering project management support to physician leaders in order to produce multi-society clinical documents, on-line educational content for Fellows-In-Training, and collate the latest resources and developments to aid Program Director's efforts to comply with ACGME requirements.

This position supports both the Director, Quality Initiatives & Clinical Documents and the Sr. Associate Director, Online Programs, Program Evaluation and Market Research, in the Society's efforts to advance national quality initiatives & educational programs and also provide a forum for congenital heart disease, structural heart disease, interventional heart failure, among other emerging specialty fields.

### MAJOR DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Other duties may be assigned to meet business needs.

1. Principal staff lead to advance the Society's clinical document development system to assure timely, high quality, evidence-based expert consensus statements
  - Support the Society's Publications Committee in the decision-making and oversight function of clinical documents that are in-development
  - Provide project management support (e.g., invitations, scheduling, agendas, timelines) for multiple writing committees to assure timely publication
  - Assure clinical document development is in compliance with the Society's Methodology Manual from clinical topic selection through publication
  - Assure the SCAI Methodology Manual for Clinical Documents is maintained and current with external standards (e.g., IOM Report on *Clinical Practice Guidelines We Can Trust*)



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2. Principal staff lead to support efforts of the Society's Training Standards and Program Directors Committee:
  - Support physician leaders in the development of relevant training standards and to provide a forum for training directors to share information and communication regarding training program issues, policies and practices.
  - Staff Liaison to other medical professional societies to advocate for the Society's interest in ACGME compliance
3. Principal staff lead for the Society's Core Curriculum Committee
  - Assists and supports physician subject matter experts in the development of a fellows-in-training eLearning project.
  - Administers and coordinates receipt of all physician-developed presentations for vetting by committee. Ensures presentations are reviewed, edited and resubmitted.
  - Monitors progress and reports on results of all committee activities. Administers the files for this process.

### REQUIRED QUALIFICATIONS:

- Bachelor's degree required.
- 3 to 7 years experience.
- Direct experience in working with physicians and healthcare professionals.
- Proficiency with SharePoint and Microsoft Office Suite (Word, Outlook, Excel and PowerPoint).
- Demonstrated success in managing projects from initiation to completion, on time and within budget. Proven ability to: set priorities, take initiative, manage multiple projects, and meet deadlines.

### DESIRED QUALIFICATIONS:

- Project Management Professional (PMP) certification.
- Knowledge of general medical and regulatory terminology
- Excellent interpersonal and consensus-building skills required to work collaboratively and to lead a diverse group of stakeholders (staff, committee members, collaborators, etc.) through decision-making
- Ability to travel as needed.