



Clinical Document Manager – Temporary/Consultant Position
2/6/19

Purpose:

The HIV Medicine Association (HIVMA) of the Infectious Diseases Society of America has an opening for a temporary contract Clinical Document Manager who will manage all aspects of the development of an HIV Primary Care Guidance manuscript. This manuscript will be an update to the *Primary Care Guidelines for the Management of Persons Infected With HIV: 2013 Update by the HIV Medicine Association of the Infectious Diseases Society of America*. The project is anticipated to begin in late spring 2019 be completed by the end of the year.

Essential Responsibilities:

- Coordinate and serve as primary staff support for a volunteer physician writing panel
- Ensure conflict of interest review, approval and adjudication
- Conduct, organize and prepare literature reviews
- Coordinate drafts developed by guideline panel and keep the panel on deadlines
- Serve as custodian of reference libraries, acquire full text articles, obtain permissions from external journals for use of tables and figures
- Organize and participate in guideline panel conference calls/meetings, e.g., produce agendas, minutes and take action on follow-up items
- Conduct document review and facilitate approval process
- Ensure proper publication submission requirements are met and assist panel chairs in the review of proofs

Education and Experience:

- Bachelor's degree in Science or Health-related field of study required
- Experience developing clinical practice guidelines or other evidence-based clinical documents
- Experience working with a health care or a medical professional association preferred

Required Skills:

- Strong oral and written communications skills
- Highly organized
- Attention to detail
- Technically savvy including with publication databases and reference manager software

Compensation is commensurate with experience, skills and scope of work. To apply please submit a cover letter, resume and general salary requirements to aweddle@idsociety.org. This position is not benefits eligible.