ERS Guidelines Director 2024-2027

Role and responsibilities description

Background

ERS supports financially and operationally task forces intended to produce scientific documents including clinical practice guidelines (CPG), statements and technical standards. These documents are then adopted as official ERS documents on issues related to respiratory medicine. Proposals for the development of an ERS CPG, statement or technical standard can be submitted by any ERS member. Patient organisations working with the European Lung Foundation (ELF) may also suggest potential topics for consideration.

Role of the Director

ERS Guidelines Director ensures a coherent and comprehensive guidelines portfolio as well as a smooth, fair and transparent selection process of future projects. He/she supports the strengthening of ERS methodological resources for guideline development in line with the ERS leadership's vision to position ERS as a key player in the field. Moreover, he/she is expected to contribute in the support of the Science Council Chair in the strategic development of ERS scientific activities.

ERS Guidelines Director works in collaboration with the Science Council and with the help of ERS office staff and methodologists on the main activities described below. The Guidelines Director is a member of the Publication Committee, but not accountable to it. The Guidelines Director is a member of the Science Council but not of the Executive Committee.

The post is not salaried but participation in meetings and in the ERS International Congress will be fully covered by ERS.

Administrative and logistic support will be provided by the ERS office.

Main responsibilities

- Maintain a diverse and relevant ERS task force portfolio, support ERS assemblies in identifying gaps in the portfolio and define the strategic intents for the new task forces in agreement with the Science Council.
- Lead the Guidelines working group, schedule meetings, prepare agendas, chair discussions and select members with the support of the ERS Office.
- Overview and chair the task force application, reviewing and selection processes involving the ERS Guidelines working group.
- Report to the Science Council on processes, selection and reviewers recommendations and where appropriate, recommend funding and amendments/improvement of the accepted projects.
- Discuss on a regular basis with the ERS Office and the ERS methodologists compliance of task forces to ERS rules and agreed milestones and propose corrective measures whenever necessary.
- Review final task force documents to ensure compliance with ERS requirements.
- Coordinate collaboration with other societies in relation to Guidelines, Statements and Technical Standards, including co-sponsorship and endorsement.
- Liaise with the ERJ Editors regarding publication of Guidelines, Statements and Technical Standards issued by task forces. Note: Publication of task force documents in the ERJ, or another ERS journal, is the remit of the Editors.
- Liaise with the Clinical Research Collaboration (CRC) working group to facilitate the development of task forces within CRCs, where appropriate, and the coordination between task forces and CRCs.
- Explore new opportunities and advances in the field of guidelines (e.g., types of documents, methodology, data sources…).

- Overlook and ensure appropriate dissemination and implementation of published Guidelines, Statements and Technical Standards.

Time commitment (per year)

- Science Council: 1 physical meeting and 4 teleconferences (including preparation meetings)
- Task force programme: 3-4 teleconferences with the Guidelines Working group, one kick-off teleconference for each selected task force
- Weekly teleconference with the ERS office
- ERS International Congress
- ERS-ATS retreat (during ATS Conference and ERS International Congress)
- Publication Committee: 2 meetings
- CRC working group: 4 teleconferences

Her/his participation to meetings and to the ERS International Congress will be fully covered by ERS.

Administrative and logistic support will be provided by the ERS office.

Term of office

3-year mandate (non-renewable) with the addition of 1-year handover period from October 2023

Personal requirements

- Experience in Guidelines Development and evidence-based medicine (experience with the GRADE approach preferred)
- A proven track record of respiratory clinical research published in peer review journals
- Previous experience in ERS task forces as chair or member would be an asset
- Keen interest in respiratory research and science at European level
- Available to attend meetings in Europe, participate in teleconferences and able to devote requisite time to duties and activities follow-up
- Experience with other respiratory societies (e.g. ATS, ACCP, APSR, etc...) and possible networking experience with members of these societies
- Good knowledge of ERS and ERJ activities
- Excellent communication skills
- Excellent organisational skills with the ability to meet tight deadlines
- Excellent command of written as well as spoken English

Contact details for additional information

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