

Job Description

Position	Methodologist	
Department:	Scientific	
Level:	Methodologist	
Reports to:	Director of Scientific Activities; Lead Methodologist; Guidelines Project Manager	
MISSION		
The Methodologist is responsible to guarantee that ERS scientific official documents comply with the methodological standards and ERS rules. With increasing numbers of complex trials and studies, expert assistance with assessing the quality of the evidence is essential. The Methodologist provides methodological support to task forces for the production of Clinical Practice Guidelines (CPGs), Statements and Technical Standards. For this purpose, he/she works in close collaboration with the Lead Methodologist and the Guidelines Project Manager to ensure the swift production of high quality evidence based documents and CPGs that fulfil the requirements of the ECRI Guidelines Trust (https://www.ecri.org/solutions/ecri-guidelines-trust)		
MAIN RESPONSIBILITIES		KEY PERFORMANCE METRICS
FUNCTIONAL RESPONSIBILITIES		
Methodological support to individual task forces (TFs) aiming at developing CPGs <i>(~ 70% of the activities)</i> Ensure that TF chairs and members are aware of the methodological requirements and ERS expectations to produce a CPG. Support TF chairs in the elaboration of an action plan on aspects related to the methodological tasks for a timely completion. Review the suggested PICO questions and assist TFs to identify which questions should be addressed with a full systematic review and which ones with a pragmatic/narrative review (according to ERS process, see ERJ Editorial http://erj.ersjournals.com/content/51/3/1800221.long). If needed, assist the TFs in the correct formulation of both the PICO and narrative questions. Review identified outcomes of interest and help with narrowing them down and make them clearer to assist data extraction. Organise and review scoring of outcome importance and resolution of discrepancies. Review search strategies. Provide statistical advice for evidence synthesis.		<ul style="list-style-type: none">• Quality of final document• On time delivery of final document• Adherence to processes

<p>Review and assist on summary of findings tables.</p> <p>Assist with populating Evidence to Decision frameworks.</p> <p>Review early drafts of the document as well as the final document.</p> <p>Teach in informal webinars about the basics of GRADE.</p> <p>Give advice and guidance to the early career members who will be doing the systematic reviews.</p> <p>Ensure that methodology services provided by external organisation, Guidelines Methodology Network members or early-career members are adequate to deliver the objectives of the TFs.</p> <p>Monitor issues related to the application of the methodology arising during document development, report timely to the ERS lead methodologist and ERS Guidelines Project Manager and suggest corrective actions and prospective measures.</p> <p>Attend and contribute to relevant meetings of the TFs, especially recommendation meetings.</p>	
<p>Methodological support to individual task forces aiming at developing Statements or Technical Standards (~ 15% of the activities)</p> <p>Attend kick-off calls of Statement and Technical Standard task forces and ensure that chairs are aware of ERS methodological requirement for these types of document.</p> <p>Provide guidance and advice either by email or via teleconference when requested by the TF chairs.</p> <p>Review preliminary draft of final documents when requested.</p>	<ul style="list-style-type: none"> • Quality of final document • Quality of follow-up
<p>General support to the TF programme (~ 15% of the activities)</p> <p>Review submitted applications for CPGs, statements and technical standards (two calls per year).</p> <p>Review progress reports received from TF chairs to ensure that the milestones and deliverables are on track and suggest corrective action if needed.</p> <p>Review the methodological quality of final CPG, statements and technical standard documents produced by ERS TFs or submitted for endorsement.</p> <p>Participate on an ad hoc basis in meetings and teleconference of the ERS Guidelines Working Group.</p> <p>Review the Guidelines Methodology Network member applications.</p> <p>Attend the monthly TF overview calls and provide update on activities.</p> <p>Participate in TF meetings held at the ERS Congress, and, if appropriate, TF meetings organised at another location.</p> <p>Answer to e-mail requests within 1 working day (except for planned holidays, sick leave and scheduled absences) by providing a timeline when the final deliverable can be expected.</p>	<ul style="list-style-type: none"> • Quality of follow-up • Adequacy of actions • On time delivery of the expected feedback