

EXECUTIVE SEARCH



**Program Manager,
Evidence-Based
Breast Surgery Clinical
Practice Documents**

SEARCH CONDUCTED BY

STERLING | MARTIN
a s s o c i a t e s

The Opportunity

The Program Manager, Evidence-Based Breast Surgery Clinical Practice Documents, will support all phases of the American Society of Breast Surgeons (ASBrS) statements and clinical practice document development and revision processes and serve as the liaison to the ASBrS Committees supporting these efforts. ASBrS is headquartered in Columbia, MD; the Program Manager will work a hybrid schedule and should be either living in the Washington DC Metro Area or willing to travel to the area for meetings as needed.

About ASBrS

ASBrS, the primary leadership organization for general surgeons who treat patients with breast disease, is committed to continually improving the practice of breast surgery by serving as an advocate for surgeons who seek excellence in the care of breast patients. This mission is accomplished by providing a forum for the exchange of ideas and by promoting education, research, and the development of advanced surgical techniques.

Founded in 1995, the Society has grown to more than 3,000 members in the United States and over 50 countries throughout the world. Membership is open to general surgeons, non-surgeon physicians, allied health-care professionals, residents, and fellows with a special interest in breast disease.

The Program Manager Role

Essential Duties and Responsibilities

- Coordinate consensus-building process for clinical practice document recommendations.
- Create project plans containing key tasks, milestones, and deliverables and track progress.
- Oversee review cycle for guidelines and expedite updates of existing guidelines with input from ASBrS leadership.
- Facilitate public comments periods and approval process.
- Conduct systematic online literature searches and triage of articles.
- Compile, enter, and edit text, references, recommendations, and tables/figures within clinical practice document manuscripts, while maintaining version control.
- Monitor status of clinical practice document development process and provide updates to leadership.
- Coordinate activities designed to inform the volunteer leaders about ASBrS policies and procedures related to evidence-based surgery and clinical practice document development.

- Maintain conflict of interest database for clinical practice document authors.
- Contribute and update content on the ASBrS website related to clinical practice documents.
- Support committee meetings, sending out agendas, gathering supporting materials, and conducting administrative follow-up, as necessary.
- Assist at meetings and conventions.
- Other duties may be assigned to meet business needs.

Additional Functions and Responsibilities

- Manages the society's program for external statement and guideline endorsement requests.
- Manages ASBrS survey program.
- Manages the Call for Abstracts site development, submissions, and selection process.
- Manages the scientific sessions and scientific awards programs at the annual meeting.
- Works with the *Annals of Surgical Oncology* editorial staff to coordinate the ASBrS dedicated October issue.
- Coordinates manuscript reviews from ASBrS committees, task forces, and working groups.
- Supports and collaborates with the Director of Advocacy, Communications and Quality on the Mastery of Breast Surgery Program as needed.

Required Skills, Experience, and Qualifications

- Bachelors degree in a scientific field is required.
- Minimum of three years related work experience is required.
- Working knowledge of clinical practice document development process, medical terminology, and clinical research design and methodology is strongly desired.
- Medical association experience is preferred.

Personal Qualities and Competencies

- Excellent written and oral communication skills.
- Proficiency with Microsoft Office products.
- Excellent organizational, planning, and follow-through capabilities; attention to detail.
- Ability to multi-task and manage several projects simultaneously.
- Ability to develop and maintain positive working relationships with co-workers, volunteer leaders, other organizations, and industry contacts; tact, diplomacy, and good judgment.
- Positive attitude in the workplace.
- Flexibility and adaptability to changing daily activities and schedules.
- Ability to travel as the position requires, including but not limited to the week-long ASBrS annual conference and/or occasional society programs or professional development

opportunities outside of normal working hours.

- Candidates from historically underrepresented and marginalized communities are encouraged to apply.

Compensation

A competitive compensation package will be offered to attract an outstanding candidate.

To Apply

To apply, please send a cover letter and current resume (Microsoft Word® format preferred) [here](#). The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

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Additional Information

For more information, contact:

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