ISPAD 2022 guidelines project officer proposal

ISPAD has led the production of clinical care guidelines for management of diabetes in children and adolescents, with the first set published in 1995. For the 2022 guidelines, ISPAD will appoint a project officer, who will take a lead role in supporting the editorial team. Key tasks will include formulating clinical questions for each chapter, performing literature searches, compiling evidence tables, appraising evidence, providing editorial support to editors/authors, co-ordinating editorial/author meetings and reporting to ISPAD advisory board/membership. The project officer will also provide support to ensure harmonisation of recommendations, content, language and evidence grading across chapters.

Essential criteria

1. Experience in evidence-based medicine and scientific writing
2. Excellent communication and organizational skills
3. Ability to work in a team
4. Available to commence the position in late 2020 / early 2021

Desirable criteria

1. Past experience with the development, scientific writing and dissemination of clinical practice guidelines
2. Postgraduate diploma or degree (eg Master of Clinical Epidemiology)
3. Experience the clinical management of children and adolescents with diabetes, or clinical research experience in this field.
4. Qualifications in paediatric medicine and/or diabetes (MD, MBBS or equivalent), or an allied health discipline (eg Credentialed Diabetes Educator or equivalent, Master of Dietetics)

Position responsibilities and duties

1. The project officers will report to the ISPAD guidelines editor-in-chief, associate editors and ISPAD executive board.
2. Tasks will involve development of key questions for each chapter, review of previous guideline chapters and other guidelines, identification of gaps in evidence, systematic literature reviews, preparation of evidence tables, writing support, project management, collation of the membership/public consultation process, engagement with stakeholders including other professional societies and consumer groups (including JDRF) and submission of progress reports to ISPAD.

The position will be initially for a period of 12 months, commencing in the first quarter of 2021. The successful applicant will be employed at an academic institution or within a paediatric diabetes service. Remuneration will be dependent upon qualifications and expertise, to a maximum of 50,000 euros per annum.

For further information – contact Prof Maria Craig, ISPAD guidelines editor-in-chief – m.craig@unsw.edu.au