



INSTITUTE OF MEDICINE

OF THE NATIONAL ACADEMIES

ROUNDTABLE ON EVIDENCE-BASED MEDICINE

IOM Senior Program Officer

Education: MD or PhD, or Master's plus noteworthy experience in related field.

Location: National Academy of Sciences, Institute of Medicine, Washington, District of Columbia, 20001, United States

Job Category: Health & Medical, Policy

Type: Full time

Summary: The Roundtable on Evidence-Based Medicine is looking for a candidate with an interest in healthcare policy and expertise related to health IT and clinical effectiveness research. Job responsibilities include managing multiple and/or highly complex programs/projects around issues related to national health IT priorities, electronic health records, clinical data availability, sharing and use, and. The senior program officer will be responsible for developing program/project strategy and budget, holding meetings at the National Academies, maintaining contact with experts in relevant fields from a variety of perspectives (academia, policy, industry, etc.), and staying abreast of relevant activities and advancements in the field. The candidate should have strong research and writing abilities and be able to think creatively and strategically.

Description: The mission of the Institute of Medicine (IOM) is to advance and disseminate scientific knowledge to improve human health. The Institute provides objective, timely, authoritative information and advice concerning health and science policy to government, the corporate sector, the professions and the public. The IOM Roundtable on Evidence-Based Medicine provides a neutral venue for leading stakeholders from multiple sectors—patients, health providers, payers, employers, manufacturers, policy makers, and researchers—to identify and discuss the issues and approaches for generating better and more timely information on which to base clinical decisions.

The Roundtable meets 2 to 3 times yearly, in addition to sponsoring workshops, symposia, expert panels, and collaborative projects. To advance the vision of the Roundtable and its staff, the IOM seeks a bright and motivated individual interested in developing and facilitating health care policy and collaboration across often competing perspectives. This individual must have a keen strategic sense, excellent interpersonal skills, and strong knowledge of the issues and approaches to improving the evidence base from which clinical decisions are made. The SPO would work closely with the executive director and other staff to organize, develop and facilitate ongoing Roundtable activities and meetings.

Job Duties: Support the activities of the IOM Roundtable through project development and program management work conducted under minimal supervision; including: oversight of several projects and working groups (outreach, project development and coordination); content development and supervision of the logistical aspects of meetings and large workshops; drafting, editing, and formatting of workshop and meeting publications; directing and coordinating staff research efforts including collection, assembly, and tabulation of data, as well as researching and summarizing literature; guiding the work of other staff, interns and fellows; coordinating external communications and Roundtable outreach; trains and manages staff and plans for staff development.

Conducts background research on potential new programs or activities, writes prospectuses and proposals for new and continuing funding, identifies potential sponsors, and may raise funds for current and future projects. Independently develops projects that have a high impact.

Qualifications: Seeking an individual with strong oral and written communication skills and strong analytical skills; and demonstrated basic proficiency in conveying scientific, technical and policy information in oral and written form. Must be comfortable in a fast paced work environment; and, able to juggle multiple projects with quick turnaround and attention to detail. PhD or MD level education with 1-2 years of related experience desired, Master's degree in a related field or equivalent knowledge with 6 years of related professional experience required.

Preferred background and skills: Advanced knowledge of the scientific, technical, or policy issues related to health IT and clinical effectiveness research.

How to Apply:

Please send your resume and cover letter to Catherine Zweig (czweig@nas.edu).