

Position description

Medical Advisor

Therapeutic Guidelines Limited

Therapeutic Guidelines Limited (TGL) is an independent not-for-profit organisation. Its aim is to promote the quality use of medicines, and it does this through the writing, publication and sale of Therapeutic Guidelines. The Therapeutic Guidelines range of electronic and print products is widely considered to be an unsurpassed source of best practice therapeutic information. Further information on TGL is provided at www.tg.org.au.

Therapeutic Guidelines

Therapeutic Guidelines are written principally for prescribers (general practitioners and trainee physicians in particular) to provide clear, practical, succinct and up-to-date therapeutic information for the management of patients with specific conditions.

Therapeutic Guidelines are based on the best available evidence interpreted by multidisciplinary expert groups, which include some of Australia's most eminent and respected clinical experts. Therapeutic Guidelines are regularly updated in iterative cycles.

Responsibilities

The Medical Advisor is responsible for chairing the expert groups set up by Therapeutic Guidelines Limited (TGL) and advising the editors on medical issues relating to the development of content for Therapeutic Guidelines. The role of Medical Advisor is critical to the quality of TGL guidelines and the efficiency of the guideline development process.

Statement of duties

Chairing expert group meetings

- Chair the expert groups that develop and update content for Therapeutic Guidelines as required, including:
 - Collaborating with editors on the development of topics and in advance of meetings.
 - Preparing for meetings by reading minutes and/or listening to audio recordings of previous discussions.
 - Being an advocate for TGL editors with the wider expert group, within and outside of meetings.
 - Implementing TGL guideline policies in areas such as content overlap, scope and style.
 - Resolving conflict when necessary.

- Striving for consistency, objectivity, and impartiality in decision-making.
- Completing the meeting agendas within the allotted time.

Project planning

- Liaise with the Chief Executive Officer, Editorial Director and Senior Editors to plan the update and prioritisation of topics and titles, and the development of new projects.
- Assist with the recruitment of expert group members.
- Provide advice to the editorial team on the scope of projects.
- Liaise with the Editorial Director and Senior Editors about work-in-progress and schedules.

Other duties

- Advocate for and represent TGL at meetings, events and conferences as required.
- Assist the Chief Executive Officer and Editorial Director in developing strategic goals for TGL.

Attributes

Qualifications

- Medical degree with postgraduate qualifications is essential.

Experience

- Extensive clinical experience is essential, and experience working in the domain of quality use of medicines is highly desirable.
- Practical experience in evidence-based medicine.
- Experience of chairing or being a member of a guideline development group is essential.

Skills

- Excellent chairing skills, including effective group facilitation, conflict resolution, and time-keeping.
- Highly developed interpersonal skills.
- Leadership.
- Diplomacy.

Hours and availability

The position of Medical Advisor is part-time (up to 12 hours/week) and requires flexibility, particularly when the expert groups are meeting over one or two consecutive days.