



POSITION DESCRIPTION

Position Title: Director, Clinical Practice

Reports To: Chief Executive Officer

FLSA Status: Full-Time Exempt

About ASPEN

The American Society for Parenteral and Enteral Nutrition (ASPEN) is dedicated to improving patient care by advancing the science and practice of clinical nutrition and metabolism. ASPEN is an interprofessional organization whose members are involved in the provision of clinical nutrition therapies.

Position Summary

The Director, Clinical Practice is responsible for overseeing ASPEN's response to clinical practice advances in nutrition support. Areas of responsibility include the development and implementation of a strategy for the identification and creation of guidelines and practice recommendations. The position also identifies appropriate distribution channels to maximize the reach of the materials. In cooperation with Marketing and Development & Strategic Partnerships departments, develops dissemination strategies for materials. The Director oversees the management of multiple committees, subcommittees, and other groups involved in the development of content while serving as a resource for clinical information to internal and external stakeholders.

Responsibilities

1. Develop and implement clinical practice documents and tools that align with ASPEN's strategic plan and mission to advance patient care.
2. Identify and manage clinical experts on internal and external projects. Assist with press and other inquiries requiring clinical expertise.
3. Direct organizational efforts to develop evidence-based clinical recommendations and encourage their application by clinicians and healthcare administrators. Manage and support volunteer committees, task forces, and work groups in the development of these materials. Monitor projects throughout development to ensure goals and timelines are met.
4. Develop the monthly Clinical Practice Highlights e-newsletter, solicit, and incorporate contributions from other departments.
5. Identify and oversee the implementation of standardized dissemination plans for recommendations, considering opportunities for education programs and/or sponsorships.

6. Collaborate with other departments to provide guidance on proposed activities developed through component groups outside of the clinical practice department. Review and provide input on project proposals to eliminate redundancy of efforts.
7. Represent ASPEN as needed to provide clinical representation.
8. Serve as a member of the senior management team contributing to the overall management of the organization, including presenting information to the Board of Directors.
9. Supervise 1 full-time project manager, 1 part-time Guidelines Director and Editor-in-Chief, 2 part-time Clinical Specialist, and 1 part-time Medical Writer.

Qualifications

- Minimum 5 years working in a clinical nutrition in an academic or healthcare institution. Experience working in leadership position or with a healthcare association a plus.
- Administrative experience and/or experience managing teams or work groups. Experience managing volunteer groups preferred.
- Ability to work in a fast-paced, team-oriented environment with high expectations.
- Ability to prioritize and organize broad goals and manage numerous projects simultaneously.
- Excellent written communication and project management skills. Academic publishing experience a plus. Attention to details a must.
- Ability to analyze problems, plan solutions, and implement decisions.
- Capable of interacting on a professional level with ASPEN's leadership, management, and support staff.
- Bachelor's degree in healthcare or science required. Master's degree in healthcare or science preferred. Advance degree with an emphasis in clinical nutrition a plus.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Benefits

ASPEN has a culture that supports work/life balance and has a generous benefit package including health and retirement benefits, flex time, and remote work opportunities.

ASPEN is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To Apply

Email a cover letter with salary requirements and resume/CV to jobs@nutritioncare.org.