

Patient Information Task Force Member – role description and person specification

Number of positions being recruited: 1

Specialty areas needed: **The member should be fluent in Spanish and English to work as a link between the Task Force and the Spanish translators.**

ROLE DESCRIPTION

Summary (short description of a purpose of the Patient Information Task Force)	ISUOG Patient Information Task Force aims to support ISUOG's objectives to expand its reach and provide public benefit through the provision of information directly to patients and their families. This task force has been created to support ISUOG strategic goal to develop information for and to engage with patients to improve effectiveness and impact on services (leaflets, FAQ's, etc.).
Responsibilities of the Task Force	<ul style="list-style-type: none"> Support the Task Force in pursuing the goal of translating the information available from English to Spanish. This will be accomplished by: <ul style="list-style-type: none"> Working with a group of ISUOG member translators to ensure regular creation of new translations. Reviewing all translations for content and accuracy based on the English approved content. Coordinate with the office lay language reviewer to ensure accuracy of content. Reviewing material on the website before public availability As time permits, support the Patient Information Task Force to produce a suite of English information documents on a range of topics for patients affected by obstetric and gynaecological conditions. This will be accomplished by: <ul style="list-style-type: none"> Writing patient information pamphlets based on the content already in place for VISUOG or in ISUOG guidelines. Provide editorial board review for pamphlets written by authors of chapters in VISUOG or ISUOG guidelines. The content should follow the ISUOG Patient Information Template and be based on the related chapters in VISUOG or ISUOG guidelines. Provide the group with insight into patient's information needs relevant to the Society. Act as an ambassador to increase awareness amongst members, colleagues and other interested groups of this ISUOG resource.
Terms of appointment	<ul style="list-style-type: none"> Member term last for three years, renewable once. Members should be willing to commit to meet at least once a year at the World Congress, and periodically as required via Zoom. This position will review on average 30-40 pamphlet per year, based on the pace of new material creation. This position is not remunerated.

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> Medical doctor, midwife or sonographer practicing obstetrics and/or gynecology and/or ultrasonography. Experience in writing for patients and lay press is an asset but not mandatory.
Knowledge	<ul style="list-style-type: none"> Good written communication skills in Spanish, particularly, being able to write scientific content in lay language. Fluency in written English required. Awareness of other patient information products in the field. An interest in ISUOG and its activities, e.g. UOG, World Congress, education courses, online learning and VISUOG.
Other key attributes	<ul style="list-style-type: none"> Successful applicant must have a keen interest in working with ISUOG to develop its online presence, resources and tools and is happy to work actively with the Secretariat team on this project.