

# International Society of Ultrasound in Obstetrics and Gynecology

## Patient Information Task Force Member – role description and person specification

Number of positions being recruited: 2

### ROLE DESCRIPTION

<b>Summary</b> (short description of the role of the Patient Information Task Force member)	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 women 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.).
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Support the Patient Information Task Force to produce a suite of information documents on a range of topics for patients affected by obstetric and gynaecological complications. This will be accomplished by: <ul style="list-style-type: none"> <li>Writing patient information pamphlets based on the content already in place for VISUOG or in ISUOG guidelines,</li> <li>Providing editorial board review for pamphlets written by authors of chapters in VISUOG or ISUOG guidelines,</li> <li>The content should follow the ISUOG Patient Information Template and be based on the related chapters in VISUOG or ISUOG guidelines.</li> </ul> </li> <li>Provide the group with insight into patient's information needs relevant to the Society.</li> <li>Act as an ambassador to increase awareness amongst members, colleagues and other interested groups of this ISUOG resource.</li> <li>Support the Patient Information Task force in increasing the social media profile and reach of the leaflets.</li> <li>Support the Task force in developing relationships with advocacy groups.</li> <li>Support the Task force in potentially hosting public events to engage directly with public on key topics in obstetrical and gynecological ultrasound.</li> </ul>
<b>Terms of appointment</b>	<ul style="list-style-type: none"> <li>Member term last for three years, renewable once through an open and competitive recruitment process.</li> <li>Members should be willing to commit to meet at least once a year at the World Congress, and periodically as required by conference call.</li> <li>This position will review on average 20 pamphlet per year, based on the pace of new material creation.</li> <li>This position is not remunerated.</li> </ul>

### PERSON SPECIFICATION

<b>Experience</b>	<ul style="list-style-type: none"> <li>Medical doctor, midwife or sonographer practicing obstetrics and/or gynecology and/or ultrasonography</li> <li>Experience in writing for patients and lay press is an asset but not mandatory.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good written communication skills in English, particularly, being able to write scientific content in lay language.</li> <li>Fluency in written English required</li> <li>Awareness of other patient information products in the field</li> <li>An interest in ISUOG and its activities, e.g. UOG, World Congress, education courses, online learning and VISUOG.</li> </ul>

<b>Other key attributes</b>	<ul style="list-style-type: none"><li>• 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.</li></ul>
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