

Pulmonary Fibrosis

FOUNDATION

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Senior Advisor on Education and Awareness and the Care Center Network

Position Description

General

Will devote up to 40% of his or her time to the Pulmonary Fibrosis Foundation (PFF) on duties outlined in this position description.

Occasional travel will be required to fulfill this role.

Qualifications

- M.D., Ph.D., R.N., or R.T. with current licensure with demonstrated expertise in interstitial lung diseases.
- Minimum of 5-7 years of experience in clinical and/or basic research including staff supervision.
- Excellent interpersonal and communications skills; written and verbal.

Education and Awareness

- Serve as a member of the Medical Advisory Team and provide scientific guidance.
- Review content on the PFF website regarding patient resources and research opportunities. Help the patient programs team edit current content and generate new content for the PFF website with a particular focus on patient/caregiver/family resources and research.
- Participate in PFF Patient Education programs, including hosting the PFF Disease Education Webinar Series and participating in “Ask a Doc”. Help to secure other healthcare professionals for these programs. Establish and maintain messaging guidelines for webinars consistent with the mission of the PFF.
- Assist with the Patient Communication Center (PCC) by creating and/or modifying training materials for staff, as well as content for answering frequently asked questions by the PFF community. Help the PFF create language to answer questions in order to keep consistent, evidence-based messaging from the PCC.
- Serve as a resource for staff to address patient, caregiver, and medical inquiries about medical/disease management issues. Contribute articles and editorial guidance to the biannual *Breathe Bulletin* and other publications and communication vehicles.

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- Oversee and provide scientific/medical support for the development of educational materials.
- Review articles related to the PFF partnership with Responsum.
- Attend PFF events, which may include speaking to patients and donors.
- Attend PFF staff meetings to further develop and enhance programs and provide scientific guidance.

Care Center Network

- Serve as a member of the Registry / Care Center Network (CCN) Steering Committee and provide guidance for the programs.
- Review content on the PFF website regarding the CCN and Patient Communication Center (PCC) to ensure it is current, with a focus on training materials for the CCN sites and the PCC. Also, oversee the implementation of training programs for new sites.
- Promote and assist with the building of relationships with the CCN site staff to further their engagement with the PFF and the network.
- Develop and oversee the engagement of community medical professionals to collaborate with CCN sites to ensure timelier and accurate diagnosis of patients.
- Serve as a resource for overseeing the management of the CCN application and annual reporting processes.

Qualified candidates should submit a resume and two-page letter describing their interest in the position. Please send materials to Sean Thinnnes, sthinnnes@pulmonaryfibrosis.org. Applications are due by 5 p.m. CT on Friday, Aug. 16, 2019.