

Job Title:

Assistant Editor – ACOEM Occupational Medicine Clinical Practice Guidelines

Position Summary:

We are seeking a board-certified Occupational Medicine doctor, or a physician boarded in a closely related field, to join our editorial team. This remote position focuses on developing evidence-based clinical practice guidelines that improve occupational health outcomes and support clinicians at the point of care.

The ideal candidate is tech-savvy, comfortable working with complex data, proficient at critiquing scientific literature, and skilled at transforming rigorous scientific literature into clear, actionable guidance.

Association with a university is advantageous but not required. The guidelines follow a rigorous methodology outlined by ACOEM. View [here](#).

Key Responsibilities:

- **Guideline Development:**
 - Apply ACOEM’s evidence-based methodology to create and update treatment guidelines.
 - Translate complex research into practical, clinician-friendly recommendations.
 - Conduct targeted literature searches and critique scientific studies related to occupational health interventions and outcomes.
 - Summarize and grade evidence following established frameworks (e.g., GRADE or similar).
 - Collaborate with Medical Expert Panels of clinicians and subject matter experts to verify data accuracy and clinical relevance.
 - Draft evidence tables, summary statements, and rationale for treatment recommendations.
 - Integrate updated research findings and ensure evidence citations are accurate and current.

- Maintain uniformity across guidelines regarding terminology, recommendations, and methodology.
- **Leadership:**
 - Provide strategic input on guideline direction, updates in keeping with the scientific advancement of guidelines, and innovation.
 - Support timely completion of guideline drafts, peer review cycles, and publication deliverables.
- **Collaboration & Communication:**
 - Work with and grow diverse expert panels, manage deadlines, and address both peer-reviewer and public input.
 - Report on progress on guideline updates and new development projects.
 - Communicate with and provide scheduling input to the editorial team, expert panels, and external peer reviewers who are often from other professional society's guidelines committees.
 - Prepare, organize and present materials for expert panel meetings, including literature summaries and draft recommendations.
 - Participate in calls and meetings with clients, stakeholders, and at professional events to discuss guidelines and answer related queries.
- **Technology & Data Management:**
 - Utilize in-house, proprietary digital tools for content development and direct researchers in searching external databases (e.g., PubMed, CINAHL, Cochrane) for literature review, and grading evidence. Be attentive to version control.
 - Ensure guidelines are optimized for clinicians and point-of-care usability.
 - Participate in internal review meetings to ensure guideline quality, accuracy, and consistency.
 - Maintain compliance with state, institutional, and national and international standards for guideline development.
 - Uphold and advance ACOEM's commitment to scientific transparency and methodological rigor.

- **Additional Responsibilities**

- Support adoption and integration of the guidelines externally.
 - Engage in ongoing professional development relevant to Occupational and Environmental Medicine, especially including at regional and national ACOEM meetings.
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Qualifications:

Required:

- MD or DO, **board-certified in Occupational Medicine** (or related specialty).
- Strong understanding of evidence-based medicine and occupational health outcomes.
- Demonstrated ability to synthesize complex information into clear, actionable recommendations.
- Ability to score and critically appraise randomized controlled trials and synthesize a body of evidence
- Excellent writing, editing, organizational, and project management skills.
- Comfort with technology and digital platforms for managing complex workflows.
- Effective communication, teamwork, and interpersonal skills working with clinicians, researchers, stakeholders, and staff.

Preferred:

- Academic affiliation or teaching experience.
- Currently clinically active
- Fellow of ACOEM
- Published research papers
- Familiarity with ACOEM methodology and GRADE framework.
- Experience presenting at professional meetings.
- Forward-thinking mindset and ability to manage demanding timelines.

- Experience with evidence-based occupational health guidelines or state workers' compensation treatment guidelines.
 - Working knowledge of Workers' Compensation medical guideline processes or other regional regulatory systems.
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Work Environment:

- Remote position with occasional travel for presentations or meetings.
 - Works closely with the content team and editor-in-chief to develop guidelines, supervise research team, and ensure publication deadlines.
 - Flexible schedule aligned with project deadlines (averaging 30+ hours per month)
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About the Guidelines Program:

Our mission is to advance occupational health through transparent, evidence-based recommendations that improve patient outcomes and support clinicians in real-world settings.