



**POSITION DESCRIPTION**

JOB TITLE	DEPARTMENT	STATUS
Guidelines Methodologist	Clinical Practice	Exempt
DIRECT REPORTS	SALARY	SUPERVISOR
--	\$73,000 per year	Director, Clinical Practice

**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 Guidelines Methodologist will play a central role in ensuring the scientific rigor, methodological integrity, and transparency of the Society’s clinical practice guidelines and related evidence-based products.

This position provides expert methodological support throughout the full guideline development lifecycle, including question formulation, literature search design, evidence appraisal, synthesis, and writing. The Methodologist will serve as a key resource to interprofessional guidelines panels, providing methodological guidance, promoting best practices in evidence synthesis, and upholding the highest standards of scientific integrity.

**Responsibilities**

- Help develop the framework to determine the most suitable publication type for proposed work (e.g., clinical guidelines vs. other evidence-based products).
- Support the development and refinement of PICOT questions to ensure clarity, feasibility, and methodological rigor.
- Lead and advise on the creation of inclusion and exclusion criteria aligned with each project’s scope and objectives.
- Provide methodological expertise in epidemiology, statistics, research design, and interpretation of Forest plots; guide authors during study screening, data extraction, and evidence interpretation.
- Lead or support systematic reviews, evidence synthesis activities, and the use of tools such as Covidence and similar platforms.
- Apply the GRADE methodology to evaluate the certainty of the evidence and develop evidence-to-decision frameworks.
- Conduct rigorous bias and quality assessments of studies and train author groups in best practices for critical appraisal.
- Contribute to scientific writing and editing, including preparation of evidence summaries, guideline drafts, and peer-reviewed publications.



- Uphold and promote scientific integrity.
- Engage actively with the broader evidence synthesis community, remaining current with developments in guidelines methodology, GRADE updates, and innovations such as integrating AI into evidence workflows.
- Contribute to the development of policies and procedures to guide ASPEN's clinical guidelines program and other evidence-based products.
- Provide additional support in clinical practice projects as needed, including statistical consultation and analytic input.
- Collaborate closely with internal teams, volunteer committees, and external experts to ensure high-quality, timely completion of products.

### **Qualifications**

- PhD required in nutrition, epidemiology, public health, health services research, biostatistics, clinical research methods, or a closely related field.
- Advanced training and experience with the GRADE framework.
- Proficiency with literature search design, medical databases, and evidence-management platforms (e.g., Covidence).
- Strong foundation in epidemiology, biostatistics, study design, and quantitative interpretation (including Forest plots).
- Experience conducting bias and quality assessments using established tools.
- Proven scientific writing skills with a record of peer-reviewed publications, including systematic reviews and projects involving evidence synthesis.
- Ability to work collaboratively with interprofessional teams and provide clear methodological guidance to clinical experts.
- Commitment to scientific integrity, transparency, and reproducible research practices.
- Strong organizational skills and the ability to manage multiple complex projects simultaneously.
- Interest in staying current with evolving methods in evidence synthesis and engaging with professional communities in the field.
- Experience drafting search strategies for systematic reviews is highly desirable.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Ability to travel to the ASPEN Annual Conference, which is held in a new location each year. Projected time at the conference is 5 – 7 days.

### **Why Join Work at ASPEN?**

- Be part of a mission-driven nonprofit improving healthcare outcomes.
- Comprehensive benefits package, including health, dental, and vision insurance, retirement plan, paid time off, and more.

### **How To Apply**

Email a cover letter with salary requirements and resume/CV to [jobs@nutritioncare.org](mailto:jobs@nutritioncare.org)

### **Equal Opportunity Employer**

*ASPEN is an equal opportunity employer and is committed to fostering an inclusive, respectful, and diverse workplace. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, or veteran status.*