

DIRECTOR OF KNOWLEDGE SYNTHESIS

I. DUTIES AND RESPONSIBILITIES

- a. Serves as a voting member of the Academy's Board of Directors.
- b. Leads and coordinates Academy knowledge synthesis dissemination efforts consistent with Academy mission, vision and strategic plan.
- c. Provides oversight of all ANPT evidence based documents and related procedures including clinical practice guidelines (CPGs).
- d. Serves as the liaison between the Board of Directors and Evidence Based Documents (EBD) Committee.
- e. Collaborates on Knowledge Translation (KT) Summits and KT grants with Director of Practice & Director of Research
- f. Coordinates meetings with EBD Committee at least twice per year.
- g. Meets annually at CSM with the EBD Committee.
- h. Develops and submits annual budget requests for the EBD Committee within the Academy.
- i. Monitors knowledge synthesis related ANPT budget areas throughout the year and in collaboration with the Treasurer. Responds to specific financial inquiries related to knowledge synthesis committees and work groups.
- j. Recommends new CPG topics to the Board of Directors for approval.
- k. Coordinates and supervises Academy work related to generation and update of CPG and outcome measures (EDGE) documents. Interacts with APTA and/or other external organizations that develop CPGs pertaining to neurologic physical therapy to recommend committee members to the guideline development group and/or provide input on scope of the CPG.
- l. Ensures liaison groups' leadership reports are completed and submitted to the executive office bi-annually based on the approved reporting calendar. Reports to be shared with the Board of Directors to ensure organization is working toward strategic initiatives.
- m. Maintains communication with key leaders at APTA on CPG development not originated by ANPT.

II. FINANCIAL

- a. Submits expense reimbursement requests to the Executive Director, within ninety (90) days of the expenditure. The Director will be reimbursed in accordance with the Academy's Honoraria and Reimbursement Policy and according to the amount as defined in the annual budget.
- b. Develops and submits annual budget requests for Academy liaison committees.
- c. Monitors related budget areas of the Academy throughout the year and in collaboration with the Treasurer. Responds to specific financial inquiries related to Academy liaison committees.

III. ORIENTATION OF SUCCESSOR

- a. The Director of Knowledge Synthesis provides for smooth transition by acquainting the newly elected Director with pertinent information, materials, and procedures, including a copy of the current Policy and Procedure Manual. This should occur within six (6) weeks of election. The template for orientation includes, but is not limited to:
 - i. mission/vision/core values/strategic initiatives
 - ii. job duties
 - iii. timelines
 - iv. current initiatives
 - v. current challenges
 - vi. role as mentor to others, including newly elected Board members and
 - vii. committee liaisons
- b. Both the incoming and outgoing Director of Knowledge Synthesis should attend the June Board of Directors meeting, if possible. In order to preserve institutional memory, it is encouraged that the outgoing Director meet with new Director over the course of the transition months between the election and July 1, with the outgoing Director consulted on an as needed basis in following months.