

## - Job Description -

### Audit Manager (40-50%)

#### Background

EUROSPINE, the Spine Society of EUROPE, operates the Swiss National Spine Implant Registry “SIRIS Spine” and the International Spine Registry “Spine Tango”. Both registries are running on the same IT application and both enable continuous documentation, benchmarking, and analysis of treatment outcomes and patient safety in spine care. The registries provide a collective evidence base for quality assurance, best practice and research.

In SIRIS Spine, about 82 hospitals contribute data on their operations each year. From 2025, each hospital will be undergoing an on-site audit every two years to assess its data quality based on a patient sample as well as data registration processes. The aim of the audits is to provide the hospitals with feedback on data quality, to identify and discuss problems and challenges, to consult the hospital in corrective measures, and, thus, to empower hospitals to achieve and maintain high data quality.

EUROSPINE is looking for an Audit Manager to join our registry team with the following responsibilities:

- 1) preparing, coordinating, conducting, and following up audits in SIRIS Spine for German-speaking hospitals (ca. 32 hospitals annually; approximately 35% of the full time equivalent; the French-speaking hospitals will be audited by another Team member),
- 2) supporting the operation and further development of both registries and research coordination in a EU project (approximately 15% of time).

The position is available from 1 January 2026.

#### Role and Responsibilities

The Audit Manager will have:

- 1) Primary responsibility - to prepare, coordinate, conduct, and follow up audits:
  - Communicate with hospitals and act as a point of contact for hospitals seeking information about audits
  - Schedule and coordinate audit dates
  - Prepare audits according to a standardised approach
  - Conducting audits in German-speaking hospitals (ca. 32 hospitals annually), including advising hospitals on possible improvements
  - Follow up the audits by sending the audit results to the hospitals in the form of a short standard report
  - Annual reporting on the audit results
  - Liaise with the Registry Team, Scientific Advisory Board, Steering Committee and SIRIS Foundation
  - Further develop the audit approach incl. the hospital documents
  - Accountability for the task
- 2) Secondary task - to support the operation and development of both registries and research coordination:
  - Contribute to the strategic direction of the registries' development, including their value to key stakeholders (individual users, hospitals, societies, MedTech and patients)

- Operational management of both registries as required in close collaboration with the registry team
  - o Attend regular registry team meetings
  - o Support registry users
  - o Coordinate translation of user documents
  - o Project-based accounting (budget, forecast, process invoices)
  - o Coordinating and co-organise user webinars
  - o Maintaining filing
- Coordinate research activities with one or more research site(s)
- Communicate to the research site(s)
- Support the ongoing EU research project Prepare administratively, if required

## **Goals**

- Audit ca. 32 German-speaking hospitals every year
  - o Assess the quality of data and related processes of the hospitals
  - o Advise hospitals on possible improvement
  - o Report results of the audit to the hospital
  - o Report results of all audits to the project bodies
- Support management of the registries operationally and strategically in collaboration with the registry team and key stakeholders
- Coordinate a research project in 1-2 Swiss centres which will be involved in a EU project

## **Reporting**

The reporting is made primarily to Emin Aghayev, Senior Team Member.

## **Requirements**

- At least 2 years of experience in project work and willingness to lead projects
- Readiness to travel in Switzerland to visit hospitals
- Training and/or experience in audits is a strong asset
- Understanding of the main characteristics of quality of registered data
- Understanding medical terminology in principle
- Experience in data registration is a strong asset
- High motivation to contribute to the improvement of medical care for spinal disorders
- Proactive, self-motivated, communicative, and committed
- Well organised, structured and reliable
- Fluent or very good communication skills in German
- Communication skills in English is a strong asset
- Knowledge of other languages is an advantage
- As the work will be based in Switzerland, the successful candidate should be an EU/EFTA national or have a work permit for Switzerland

## **Working format and environment**

- A flexible home-based working model
- A highly motivated team developing spine registries
- Participation in international EUROSPINE meeting
- Large national and international network of hospitals and other stakeholder, national partner organisation and healthcare actors
- Substantial contribution into the development of data quality in registration of spinal treatments specifically as well as into improving spinal treatments in general
- Great potential for personal and professional growth

For further information please contact Emin Aghayev: Tel: +41 77 500 34 66; Email: [aghayev@eurospine.org](mailto:aghayev@eurospine.org).

### Timeline

The job applications are to be submitted to [siris-spine@eurospine.org](mailto:siris-spine@eurospine.org) until **31 August 2025**.

Top-5 selected candidates will undergo an interview with Emin Aghayev. Subsequently, top-3 selected candidates will undergo an interview with the members of the team and of the management of EUROSPINE.

The decision is expected by end of September 2025.

Provisional schedule	Begin	End
Job application submission	15 Jul	31 Aug
Interviews with the 5 selected candidates	1 Sep	10 Sep
Interviews with the top-3 candidates	10 Sep	17 Sep
Decision	-	19 Sep
Job position available from	1 Jan	-