

Medical Writer

Title: Medical Writer

Business Unit: Avant Healthcare

Division: MCORE™

Reports to: Associate Medical Director/Medical Director/Senior Medical Director

Classification: Exempt

Job Summary

Avant Healthcare is a leader in peer-to-peer marketing for pharmaceutical and biotechnology companies, creating comprehensive communication strategies and plans that deliver superior medical and health education to healthcare professionals across multiple channels. MCORE is the medical division of Avant Healthcare.

The Medical Writer researches, creates, and edits documents and presentations in support of a variety of scientific programs as assigned to a particular therapeutic area. The Medical Writer must have the ability to analyze and interpret complex scientific data and translate it into clinical and commercial settings. The Medical Writer will collaborate with the Medical Director in the development of scientific communications and material such as slides, advisory board reports, monographs, etc.

Essential Functions

- Primary creator of content/writing work
- Assists with deliverable annotation process
- Develops medical communications material (slides, handouts, etc) and supporting materials (speaker notes, moderator guides, etc) for advisory board meetings, promotional presentations, symposia, educational videos
- Proactively performs and analyzes literature searches and medical research regarding clinical data and key scientific information for content development projects to meet the client needs for relevant, up-to-date, and accurate content
- Comprehends and utilizes evidenced-based medical literature in a logical fashion, including the levels of evidence and essential components of performance measures, clinical practice guidelines, disease information, or other information needed by MCORE staff
- Collaborates and assists multimedia personnel on illustrations, animations, and creative applications of medical and scientific information
- Provides support to MCORE project teams
- Provides quality control on MCORE projects, including annotated deliverables, to ensure scientific accuracy and clarity
- Prepares medical communications material for client medical/legal review
- Attends advisory board meetings, takes notes, prepares executive summaries/reports, and highlights actionable insights as needed by Medical Director
- Maintains full compliance with legal, regulatory, and company requirements as well as US laws and regulations
- **No requirement for direct client interaction**

Other Additional Functions

- **Travel**
 - Travels to client meetings, advisory boards, and medical congresses as necessary and creates summary notes for each meeting, if warranted

- Travel requirements may include moderate overnight/weekend travel (up to 25%) to support clients/projects that are outside the local area
- **Work schedule/hours**
 - Works occasional nonstandard work hours in accordance with project needs, deadlines, deliverables, and urgent client requests
- **This position has no direct reports and will not perform supervisory tasks**

Education and Experience

- Advanced degree, PhD, PharmD, PsyD, etc, in a medical science-related field **preferred, or**
- **Minimum 1+ year(s) of** experience in medical communications with a pharmaceutical company or medical communications agency **required** with
- Experience with medical, legal, and regulatory reviews **preferred**
- Experience in promotional communications to healthcare professionals **preferred**
- Experience in medical education, scientific/research design, evaluation, analysis, clinical experience/insights, **preferred**
- Pharmaceutical, medical device, or other healthcare-related experience **preferred**

Competencies

- **Behaviors and qualities of a professional and a lifelong commitment to professional development** as demonstrated by a strong ability to manage time, work in a collaborative way, adapt to change, act in a professional manner, manage stress, and demonstrate a service orientation
- **A commitment to conduct business according to the highest ethical standards** as demonstrated by a strong knowledge of industry legal compliance guidelines and organizational ethics, and demonstration of personal ethics and integrity
- **Ability to communicate effectively** as demonstrated by intermediate-level verbal skills, presentation skills, and creative, technical, and scientific writing skills, and a good ability to influence and impact others through meaningful and persuasive delivery
- **Ability to apply the knowledge, skills, and abilities necessary to achieve continuous quality improvement** as exhibited by excellent accuracy, problem-solving, quality management, and client-readiness behaviors
- **A wide range of healthcare-related industry expertise**, including an intermediate level of client knowledge, clinical and scientific knowledge, research and outcomes measurement expertise, and medical education, consulting, and brand planning expertise
- **Vision and innovation** as displayed by a strong ability to think critically and creatively, engage in visioning, and approach business opportunities in an enterprising way
- Intermediate-level skills in computer hardware, information tools, and multimedia and presentation tools