

JOB DESCRIPTION : (SENIOR) MEDICAL INFORMATION MANAGER

KEY RESULT AREAS AND OBJECTIVES	TASKS
<i>Which are the key result areas and what are the deliverables in each area ?</i>	<i>Which are key tasks in order to achieve the results in each area ?</i>
<p>1. Medical Copywriting</p> <p>Deliver medical <i>communication</i> services according to agreed planning and hours and the expectations of the project managers, external experts and the clients</p>	<ol style="list-style-type: none"> 1. Participate in project teams according to the ISMAR Standard Operating Procedure (SOP) Project Management 2. Perform (medical) copy writing of the following deliverables: <ul style="list-style-type: none"> • Summaries of publications (e.g. literature service, handling major competitor articles) • Congress abstracts • Poster presentations • Oral presentations • Webpages • Full manuscripts/publications (both original and review publications) • Product monographs • Slide Resources • Frequently Asked Questions (FAQs) • Highlights of congresses/symposia • Minutes of meetings 3. Perform quality control on the correctness of the communication against the source data 4. Proofread typeset text 5. Participate in the co-ordination and management of symposia 6. Participate in client meetings
<p>2. Information Research</p> <p>Retrieval of all relevant information in order to prepare the agreed medical communication service</p>	<ol style="list-style-type: none"> 1. Perform information (literature, illustration, etc) searches in Reference Manager, PubMed, Embase, Biosis, Internet, etc. 2. Order relevant documents
<p>3. SOPs and filing systems</p> <p>Assures compliance with internal SOPs and filing systems</p>	<ol style="list-style-type: none"> 1. Perform or contribute to the filing of project-related materials according to the ISMAR SOP Filing System 2. Include all project-related hours and expenses in ProManager according to the SOP
<p>4. Innovation</p> <p>Delivers creative medical communication services and contributes to the development of new medical communication services/products</p>	<ol style="list-style-type: none"> 1. Include new ideas in medical communication services 2. Give input for the development of new medical communication services/products

SENIOR

- Questionnaires and input for advisory board meetings
- Systematic literature review reports
- Study/survey/outcome research protocols
- Study/survey case report forms (CRFs)/data collection forms (DCFs)
- Clinical study reports
- Components of the clinical overview for registration purposes
- etc



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KNOWLEDGE AND SKILLS

Education:	Paramedic background at university level (e.g. physician, pharmacist, veterinarian, biologist, biochemist)
Knowledge and technical skills:	<ol style="list-style-type: none">1. Interest in understanding the organisation and requirements of the pharmaceutical industry2. Knowledge of the organisation and requirements of health authorities3. Speaking and writing the English language fluently4. Being able to quickly retrieve, analyse and process information on new disease areas/products5. Knowledge of searching the Internet and information storage and retrieval systems6. Knowledge of medical copy writing for different deliverables and target groups7. High level knowledge of Microsoft Word and PowerPoint and adequate knowledge of Excel and other computer software

