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Imedex®, based in Alpharetta, Georgia (a suburb north of Atlanta) is an industry leader in providing Continuing Medical Education (“CME”) to health care professionals. Founded in 1985, Imedex organizes over 200 conferences and projects worldwide each year. The Company has its own independent CME curriculum and also collaborates with medical associations and health care companies to produce a full range of medical communications products (CD-ROMs, Newsletters, Web-based programs). Imedex is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians, and by several other professional healthcare associations as a provider of continuing education for nurses, laboratory technologists and other health care professionals.

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## **MANAGER, MEDICAL AFFAIRS**

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**PURPOSE:** The Manager in Medical Affairs is responsible for the assessment of educational need and design of successful medical educational programs through the critical evaluation of relevant medical and scientific information obtained from multiple sources.

The Manager functions as an essential link between the project management dept and business development dept with outside key opinion leaders and therapy area consultants. The Manager also functions as a key member of the medical dept team, guiding the accomplishment of departmental objectives and sharing field-based experiences and strategy insights with members of the dept team.

The Manager is responsible for providing fair balanced, objective, scientific information and education to all stakeholders, and for building external relationships with recognized clinician and research experts in therapeutic areas of interest to identify and address scientific information needs and stay abreast of current scientific and industry trends.

**SUPERVISOR:** Senior Director, Medical Affairs

**FLSA STATUS:** Exempt

**JOB CODE:** 11M406

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## **JOB DESCRIPTION & RESPONSIBILITIES**

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### **1. PROGRAM DEVELOPMENT**

- 1.1 Translate complex scientific information regarding concepts and directions in patient care, unmet medical needs and research opportunities within specific physician populations and therapeutic areas.
- 1.2 Identify and implement most effective educational formats for specific therapeutic areas
- 1.3 Interpret and analyze relevant medical literature and identify leading investigators and thought leaders across multiple therapy areas
- 1.4 Responsible for the development of scientific and medical content for selected educational programs, liaising with chairpersons and/or thought leaders as necessary

- 1.5 Develop relationships with current and emerging thought leaders, medical societies, and research organizations that may lead to new program development.
- 1.6 Contact and brief expert faculty on their contribution towards the programs.
- 1.7 As necessary, aid faculty with development of introductions, abstracts, slides, interactive questions etc.
- 1.8 Serve as the CME authority on a given project, advising Project Management staff on the preparation and proofing of announcements, program and abstract books, evaluation forms and other conference materials.
- 1.9 Make fiscally responsible project decisions that are measurable and accountable

## **2. WRITING AND REPORTING**

- 2.10 Create in-depth reports detailing educational need in specific therapy areas
- 2.11 Responsible for compliance checks and editing of summaries and abstracts of presentations.
- 2.12 Supervise and finalize compilation of evaluation reports and highlights of programs or individual presentations .
- 2.13 Document thought leader, chairman and faculty communications in compliance with ACCME guidelines
- 2.14 Design and oversee administration of protocols that identify opportunities to enhance acceptance of company offerings by conducting pre and post-educational surveys and evaluations.

## **3. BUSINESS DEVELOPMENT**

- 3.15 Contribute in the identification of potential supporters, based on topics, product development and relevant marketing information.
- 3.16 Aid in the development of supporter options and educational grant proposals.
- 3.17 Identify and facilitate new business opportunities via attendance at medical conferences, assessment of industry trends and strategic relationships with industry experts.
- 3.18 Review proposals from supporters as to clinical relevance of topics, faculty members and submitted presentations.
- 3.19 Communicate all potential sales leads and relevant market information to sales personnel.
- 3.20 Elucidate key clinical and research issues from thought leaders in the development of broad educational platforms across specific therapy areas.
- 3.21 Accompany sales staff, on a necessary basis, as medical/scientific liaison.

## **4. EDUCATION AND REGULATORY**

- 4.22 Help provide education on medical and scientific matters related to the programs being developed for project coordinators, sales and administrative staff.
- 4.23 Aid in the training needs of new departmental associates.
- 4.24 Provide education on regulatory and marketing aspects of the continuing medical education business.
- 4.25 Ensure all ACCME and related regulatory stipulations are implemented.
- 4.26 Maintain contacts with and provide information to the ACCME and other

professional organizations.

4.27 Responsible for ensuring congruency of submitted grant proposals.

#### **5. IN-HOUSE/MISCELLANEOUS**

5.28 Travel to and participate in proprietary conferences to attend lectures, cultivate key relationships and oversee program-specific operations.

5.29 Travel to non-proprietary conferences for development of therapy area expertise and to keep abreast of medical education industry trends

5.30 Proofread printed material specifically for scientific/medical contents.

5.31 Become knowledgeable about economic aspects of the company's offerings and apply that knowledge to enhance the company's market position

5.32 Keep records of nature and time spent on various responsibilities.

5.33 Initiate discussion with Project Managers regarding any potential barriers to successful project completion and suggest solutions that address supporter and company needs.

#### **EDUCATION AND QUALIFICATIONS REQUIRED:**

- Advanced degree (i.e. MD, DO, PhD, PharmD, etc).
- Minimum 1 year clinical and/or pharmaceutical or CME related industry experience. Experience in oncology a plus.
- Familiarity with medical communications and current regulatory environment in the pharmaceutical industry. Understanding of accreditation would be advantageous.
- Familiarity with clinical trial design and FDA drug application procedures
- Proven excellence in both communication and presentation skills. Ability to multi-task and work in a high volume environment.
- Comprehensive knowledge of scientific literature search engines and ability to assimilate data in a short period of time.
- Ability to work in fast-paced environment requiring limited supervision
- An understanding of regional and national thought leaders and the health care environments in which they work

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

**COMPENSATION:** Competitive compensation and benefits package includes: 5 Medical / Rx plans, 2 Dental plans, Vision Insurance, Company-Matched & 100% vested 401(k), ESPP, Scholarship Programs, Tuition and Professional Reimbursement Programs, Generous PTO Policy, 8 Paid Holidays, Company Bonus Program, Flexible Spending Accounts, Supplemental Life/AD&D and LTD, Personal Discount Insurance Plans for Homeowners, Auto and Long-Term Care, and these fully Company-Paid benefits: Life and AD&D, Short-Term and Long-Term Disabilities, Employee Assistance Plan, and Business Travel Accident.

To apply: <http://imedex.com/>

**Equal Opportunity Employer  
M/F/D/V**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.