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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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### **ASSOCIATE DIRECTOR & MEDICAL WRITER, MEDICAL AFFAIRS**

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**PURPOSE:** The Associate Director & Medical Writer hybrid position in Medical Affairs evaluates the necessary medical and scientific information for the development and execution of successful medical educational programs (live and electronic), via a strong background in medical writing, medical editing and science and also assists in the compilation and organization of outcomes measurement data.

The Associate Director & Medical Writer hybrid may also help train new members of the department, supports the daily operation of the department to ensure professional development, proper workload allocation and administrative resources are optimally utilized.

The Associate Director & Medical Writer hybrid represents Medical Affairs to both other internal departments and external key opinion leaders and therapy area consultants. The Associate Director & Medical Writer functions as a key hybrid member of the Medical Affairs team, assisting in the accomplishment of departmental objectives and sharing field-based experiences and strategy insights with other members of the dept team.

**SUPERVISOR:** Senior Director, Medical Affairs

**PRIMARY QUALITY:** Excellent oral and written communication skills, detail-oriented, ability to multitask, dependable, accurate and fast typist, computer literate, and meets deadlines

**FLSA STATUS:** Exempt

**JOB CODE:** 11D046

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### **JOB DESCRIPTION & RESPONSIBILITIES**

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#### **1. CONTENT DEVELOPMENT**

- a) Translate complex scientific information regarding concepts and directions in patient care, unmet medical needs and research opportunities within specific physician populations and therapeutic areas.

- b) Evaluates the latest medical/scientific information and industry trends for the development of successful medical education grant requests/programs.
- c) Interpret and analyze relevant medical literature and identify leading investigators and thought leaders across multiple therapy areas.
- d) Assists in the development of scientific and medical content for selected educational programs, liaising with chairpersons and/or thought leaders as instructed.
- e) Builds and maintains relationships with current and emerging thought leaders, medical societies, and research organizations that may lead to new program development.
- f) As necessary, aid faculty with development of introductions, abstracts, slides, interactive questions etc.
- g) Help serve as a 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.
- h) Participates in strategic discussions with our faculty, chairs, advisors on future developments when necessary.

## **2. WRITING AND REPORTING**

- a) Writing and developing needs assessments for educational grants, including editing final grant requests, and developing original content.
- b) Assist Medical Affairs in the development of medical education activities for live and Internet-based activities.
- c) Assist in writing and researching medical manuscripts, medical education monographs, and case-based e-learning activities.
- d) Assist in developing and writing medical surveys and 3-month follow-up questionnaires.
- e) Compiling and organizing outcomes measurement data for use in needs assessments and future planning of educational activities.
- f) Participate in therapy area working groups, creating and sharing in-depth reports detailing educational need in specific therapy areas
- g) Responsible for onsite compliance checks as well as editing or editorial oversight of summaries and/or abstracts submissions.
- h) Supervise and finalize compilation of evaluation and outcomes reports, as necessary.
- i) Document thought leader, chairman and faculty communications in compliance with ACCME guidelines.
- j) Assists in the development, recruitment, and selection of dept personnel.

## **3. BUSINESS DEVELOPMENT**

- a) Identify potential supporters, based on topics, product development and relevant marketing information.
- b) Facilitate new business opportunities via attendance at medical conferences, assessment of industry trends and strategic relationships with industry experts.
- c) Critically review proposals from supporters as to clinical relevance of topics, faculty members and submitted presentations.
- d) Communicate all potential sales leads and relevant market information to sales personnel and strategic/executive teams.
- e) Elucidate key clinical and research issues from thought leaders in the development of broad educational platforms across specific therapy areas.



- f) Increase strategic scientific intelligence via travel to onsite meetings with medical affairs departments and thought leaders.
- g) Represent Medical Affairs to both other internal departments and external key opinion leaders and therapy area consultants.

#### **4. EDUCATION AND REGULATORY**

- a) Trains new members of the Medical Affairs Department, as required.
- b) Ensure all ACCME and related regulatory stipulations are implemented.
- c) Responsible for ensuring congruency of submitted grant proposals
- d) Schedules, prepares, executes and follows-up with actionable items on chair/faculty visits and/or outside educational opportunities.

#### **5. DEPARTMENTAL ADMINISTRATIVE SUPPORT**

- a) Maintaining server folders of appropriate needs assessments, grant requests, manuscripts, monographs, case-based e-learning activities, outcomes measurement data, and medical surveys and questionnaires.
- b) Updating/maintaining google grant status spreadsheet
- c) Assist CME and Accreditation Services Dept in maintaining CME documents for designated projects.

#### **IN-HOUSE/MISCELLANEOUS**

- Travel to and participate in proprietary conferences to attend lectures, cultivate key relationships and oversee program-specific operations.
- Travel to non-proprietary conferences for development of therapy area expertise and to keep abreast of medical education industry trends
- Become knowledgeable about economic aspects of the company's offerings and apply that knowledge to enhance the company's market position
- Initiate discussion with Project Managers regarding any potential barriers to successful project completion and suggest solutions that address supporter and company needs.
- Attend internal and external meetings on behalf of the Senior Medical Director or Medical Affairs department, as required.
- Proofread printed material specifically for scientific/medical contents.
- Takes a solution-oriented approach to departmental, inter-departmental and company-wide challenges and opportunities.
- Attend meetings, educational sessions, training sessions as designated.
- Attend departmental meetings and off-site meetings as designated.
- 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.

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

- Advanced degree (i.e. MD, DO, PhD, PharmD, MS, MPH, etc).
- Minimum 2 years clinical and/or pharmaceutical industry experience.
- 2 years experience in CME related industry is strongly preferred.
- Expertise with medical communications and current regulatory environment in the pharmaceutical industry. Understanding of accreditation would be advantageous.
- Understanding of 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 ability to delegate effectively.
  - An understanding of regional and national thought leaders and the health care environments in which they work.
  - Board certification as an Editor in the Life Sciences (BELS certification) a plus, but not necessary.
  - At least 1 years' experience as a medical writer with an advanced degree.
  - Experience in the specialty area of oncology preferred but not necessary.
  - Must have knowledge of the current standards and processes of the CME environment
  - Competence in using Microsoft Office applications (including PowerPoint and especially Word) and Internet-based medical reference resources.

#### **OTHER DESIRABLE TRAITS**

- Independent, self-motivated, solution-oriented.
- Functions well in fast-paced environment, multitasks effectively with several ongoing projects with tight deadlines.
- Highly organized, detail-oriented; committed to production of high quality work.

**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>

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.

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