



Job Title: Senior Medical Writer

Reports to: Scientific Director

Date: 4/12/19

ACHL is an independent, full-service, accredited medical education provider that meets the standards of the Accreditation Council for Continuing Medical Education (ACCME) and other healthcare education accrediting bodies. ACHL is dedicated to improving patient care by identifying gaps in clinical practice and closing them through educational activities that focus on improving clinician knowledge, competence, performance, and patient outcomes. We are looking for a highly motivated Medical Writer/Senior Medical Writer capable of working independently. This position can be office-based or remote.

The Senior Medical Writer will be responsible for the development of scientific content in a variety of formats; literature searches and analyses; accurate interpretation of data; clear and proactive communication with physicians and joint sponsors; and development of high-quality content efficiently under multiple timelines.

Summary of Position Requirements:

Qualifications:

- PhD, PharmD, or MD degree with experience in medical communications writing
- Proficiency in Word, Excel, PowerPoint, and Adobe Acrobat
- Candidates will be highly detail- and deadline-oriented
- Prior experience in the biotech/pharma industry, promotional or CME setting

Experience:

- Development of medical and scientific communication/content
- At least 2 years' experience in the biotech/pharma industry, promotional or CME setting
- Knowledge of ACCME and/or ACPE guidelines a plus

Essential Duties and Responsibilities:

- Develops scientifically and medically accurate content for slides, manuscripts, newsletters, and digital platforms that follows AMA style guidelines
- Executes well-crafted, logically organized content for a variety of audiences
- Develops comprehensive needs assessments for educational grants and submissions to RFEs
- Conducts research (eg, literature or surveys) and synthesizes relevant results
- Incorporates content revisions based on input from multiple stakeholders
- Adapts to successfully working in therapeutic areas outside of background
- Reviews faculty content to ensure fair-balanced, scientifically accurate presentations
- Writes outcomes assessment questions and assists in implementing outcomes study designs and statistical analyses plans utilizing industry standard methodologies
- Provides clear and timely verbal and written internal and external communications
- Copyedits/formats slides and documents according to AMA and style guidelines as needed

Skills:

- Excellent writing and problem-solving skills
- Excellent communication skills
- Strong understanding of scientific principles and an ability to read literature critically
- Ability to handle multiple timelines

Please email an updated CV to: careers@achlcme.org