



# Example of Medical Affairs Job Description

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Our company is searching for experienced candidates for the position of medical affairs. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for medical affairs

- Develop clinical knowledge of PAH
- Respond to unsolicited medical information questions through verbal or written channels from healthcare providers (HCPs) and payer and managed healthcare organizations by utilizing the highest level of scientific data so that healthcare providers globally are able to make informed clinical decisions about company products in a safe & efficacious manner while adhering to business policies and processes
- Create and update standard medical information content on company products utilizing the highest level of evidence, critically evaluate the data with the focus that the information can be shared with healthcare providers by all company Local Operating Companies
- Create and update medical information payer content by collaborating and building a strong relationship with our partners (US Medical Affairs Leader, US Health Outcomes, Legal) so that payer and managed care organizations have the necessary resources they need to make decisions regarding company products
- Plan the database by actively reviewing the data dissemination plan for new and relevant company data so that medical information content is updated proactively resulting in the most current information in medical information resources for colleagues (Medical Information Scientists, US Medical Affairs Leaders, Medical Affairs Field Liaisons) to share with HCPs regarding company products
- Collaborate with Medical Affairs Field Liaisons to create topic specific

- Collaborate with internal business partners (e.g., Medical Affairs, Medical Affairs Field Liaisons and Commercial) to ensure the provision of medical information such as promotional materials, speaker presentations, and field training materials related to a company product or related disease state for medical accuracy and scientific balance is accurate and scientifically balanced during the promotional review process
- Contribute actively in a Therapeutic Area Team to discuss strategic priorities of company product(s), to ensure appropriate resources (e.g., medical information content) are available to meet the priorities
- IND Safety report receipt, processing, publishing and tracking and archiving for safety reports
- Ensure that key opinion leaders and organizations have access to relevant scientific information, and that insights gathered externally will be communicated to key cross-functional partners internally

### **Qualifications for medical affairs**

- Must have advanced working knowledge of Microsoft Word, PowerPoint, Excel, and Microsoft Outlook/Calendar
- Proficient in English (written/spoken), any other language is an advantage
- Ability to maintain confidential information and treat appropriately
- Sense of ownership and result orientation
- Flexibility combined with tenacity to complete assigned tasks in high quality
- Fluent in professional English language