



Example of Medical Editor Job Description

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Our growing company is looking for a medical editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for medical editor

- Ensure all work is compliant with FDA guidance for pharmaceutical advertising
- Create, maintain and distribute client-specific style guides
- Minimum of 2 years of experience as a medical editor
- Perform substantive editing, stylistic editing, and rewriting on original scripts, working within the guidelines set forth by the Director of Content
- Editorial review of various types of clinical/regulatory documents for grammatical and formatting correctness, consistency per SCRI internal styles, policies, and procedures
- Oversee number accuracy against source documents and for consistency within given document and between associated documents (for example, making sure the details of a protocol align with the SAP and IB, or making sure the messaging and details in a briefing package align with the messaging and details in applicable protocols, study reports, IBs, other regulatory submission documents,) per MW SOPs and internal procedures
- Compilation oversight and accuracy of CSR appendices and will ensure templates are applied consistently, and writing style is consistent across documents (within and across programs)
- Basic copy editing (spelling, punctuation, grammar) and technical formatting of documents
- Developing clinical content for Epocrates medical references and tools, especially for the core drug reference and drug interaction checker

Qualifications for medical editor

- Outstanding communication skills (both oral and written) and ability to communicate with top experts in the field present projects to Sr
- Strong interest in medicine and science a plus
- Digital content experience and/or degree a major plus
- BS degree (English and/or life science required)
- 5+ experience in medical communications, pharmaceutical industry/healthcare, or publishing (preferred)
- Licensed clinician with advanced medical degree required (M.D)