



Example of Medical Information Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of medical information specialist. 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 information specialist

- Performs functions related to medical and promotional review
- Interprets and evaluates the published medical literature
- Maintains the Drug Information database and IRMS system
- Documents drug information requests from health care professionals, patients and other external and internal stakeholders in IRMS
- Remains current with changes in regulatory requirements, clinical practice procedures, and with publications on NNCI and competitor products
- Provide support to Drug Information Coordinators
- Assist management in other duties as assigned, or as business needs require
- Collaborates with members of various ancillary departments to complete special projects, also may serve on both intradepartmental and interdepartmental committees and task forces
- Follow SOPs and processes for managing inquiries and developing response documents within the required timelines
- Become familiar with the system used for managing inquiries and all aspects of response document development and approval

Qualifications for medical information specialist

- Writing scientific reviews in a pharmaceutical company setting
- ABPI Final signatory

- Doctor of Pharmacy or equivalent, HEOR fellowship or Masters in public health/epidemiology/HEOR preferred
- Individual must be capable of working independently with limited direction, part of an integrated team, and have flexibility to react to changing priorities
- Basic awareness and willingness to learn applicable global, regional, local clinical research regulatory requirements