



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. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for medical information specialist

- Prepare educational and scientific materials such as congress presentations, posters, and slide decks to support clinical studies lead by the Medical Affairs organization
- Oversee and manage Medical Communications projects and other related work to facilitate the achievement of both short- and long-term objectives for internal customer group(s) for which one has accountability
- Develop and maintain effective working relationships with counterparts in other areas (i.e., MSL training, marketing) to fully understand business needs and identify how Medical Communications can meet such needs
- Maintain and update databases containing scientific and medical data
- Support Subject Matter Expert (SME) / Medical Science Liaison (MSL) function
- Monitor email inbox for inquiries escalated to the Global team
- Literature searches (PubMed)
- Participates in hospital and department performance improvement initiatives, record reviews, quality monitoring or other projects as directed by Manager, Health Information Management (including performing ongoing associate quality monitoring and physician occurrence monitoring) to ensure the integrity of the legal electronic record for use by internal and external customers including attorneys, risk management, insurance companies
- This role requires collaborative approach to working w/external med info provider who provide primary responses to enquiries

Qualifications for medical information specialist

- Excellent written and spoken English (C1/C2 level)
- 3 years of clinical experience in nursing preferred
- Masters Degree in Pharmacy, Chemistry, Biology or in other relevant medico scientific fields
- No business experience required in the biotech-, pharmaceutical industry
- Knowledge of biology and pharmacology
- Good skills in interacting with internal and external stakeholders