



# Example of Medical Operations Job Description

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Our growing company is looking to fill the role of medical operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for medical operations

- Continually assesses the department for compliance with all federal, state, local and other regulatory (Joint Commission, OSHA, CMS, ) requirements
- Supervision – Develops employees and manages employee performance including performance appraisals, management and salary administration for direct reports
- Accurately processes vessel documentation such as voyage reports, illness logs, 911 logs, crew sick lists
- Develop and implement a flexible resource model to manage all aspects of the dynamic medical writing workload resourcing
- Serve as liaison for implementing Medical Writing vendor partnerships in conjunction with the PSRM group
- Lead for developing and implementing department communication plan
- Lead for establishment of effective meetings for information sharing, planning and coordination across Medical Writing functions
- Works with Head of Medical Writing to standardize and implement department periodic summaries and/or reports
- Works with the Head of Medical Writing to facilitate the change management process within Medical Writing
- Registry of Phase 4 studies Project Management and support of other MA projects described in this profile, incumbent managing ongoing and upcoming registries

## Qualifications for medical operations

- Previous experience with outbound calling programs is strongly preferred
- Previous sales program experience is strongly preferred
- Previous experience with a medical triage call center in a call center environment is strongly preferred
- 1-2 years of customer service experience, with medical knowledge/healthcare customer service experience a major plus