



## Global Medical Information Specialist

**Department:** Global Medical Information

**FLSA Status:** Exempt

**Job Type:** Regular

**Work Schedule:** Monday -Friday

**Job Status:** Full-time or Part-time

**Reports To:** VP Medical Communications

**Amount of Travel Required:** Occasional

**Positions Supervised:** None

### POSITION SUMMARY

The Global Medical Information Specialist (GMIS) is a professional with scientific, clinical, and therapeutic area expertise responsible for scientific content development and maintenance for marketed products and compounds in development. The position provides scientifically accurate and balanced information to both internal stakeholders and external Healthcare Professionals (HCPs) in a way that supports business needs, is aligned with regulatory and compliance practices, and is consistent with Medical Affairs and Brand Team objectives.

### ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Develop and review scientific content including but not limited to SRs, Medical Q&As, proactive and reactive medical affairs assets, and congress assets.
- Perform a review of the literature and assess value in adding to supported scientific content.
- Demonstrate ongoing scientific expertise relevant to therapeutic areas, including products, disease state management, and emerging therapies.
- Integrate scientific expertise with knowledge of regulatory and compliance guidelines to ensure comprehensive review of materials submitted into the approval process.
- Staff professional congresses medical information booth as needed.
- Demonstrate an understanding of applicable Standard Operating Procedures.
- Demonstrate proficiency in software that supports the review, submission, and management of assets.
- Assist in training and mentoring of other team members as requested.
- Assist in the development of custom responses or response to other internal inquiries.



**POSITION QUALIFICATIONS**

**Competency Statements**

- Self Motivated - Ability to be internally inspired to perform a task to the best of one’s ability using his or her own drive or initiative.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Accuracy - Ability to perform work accurately and thoroughly.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Responsible - Ability to be held accountable or answerable for one’s conduct.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Written Communication - Ability to communicate in writing clearly and concisely.
- Oral Communication - Ability to communicate effectively with others using the spoken word.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.

**SKILLS AND ABILITIES**

- **Education:** Advanced degree in pharmacy (PharmD preferred) or relevant, equivalent clinical experience.
- **Experience:** Three years of related experience preferred. Drug Information Residency preferred.
- **Computer Skills:** Prefer proficiency with Microsoft Word, Excel, ~~and~~ PowerPoint and, Outlook.

**Physical Requirements**

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

**Physical Demand**

Stand	F	<b>Lift/Carry</b> 10 lbs or less	F
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Walk	F	11-20 lbs	F
Sit	F	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	N
Grasp	F	Over 100 lbs	N
Reach Outward	O		
Reach Above Shoulder	N	<b>Push/Pull</b>	
Speak	C	12 lbs or less	F
Climb	N	13-25 lbs	F
Crawl	N	26-40 lbs	N
Squat or Kneel	O	41-100 lbs	N
Bend	O		

Vision (Near, Color)

Hearing

Speaking clearly

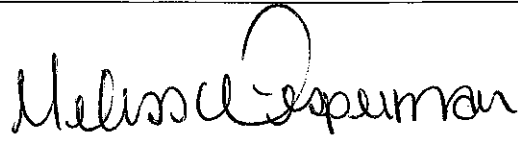
**WORK ENVIRONMENT**

Telecommuting or  
 Med Communications, Inc  
 Memphis, TN

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

APPROVAL		
APPROVAL NAME AND TITLE	SIGNATURE	DATE
Beth Miller Sr. Director, Medical Communications		14 Jun 18

Melissa Fesperman  
Senior Human Resource Specialist

A handwritten signature in black ink that reads "Melissa Fesperman". The signature is written in a cursive style with a large, looping initial "M".

14 JUN 18