



Job Title:	Scientific Director	Department:	KnowFully Healthcare
Reports to:	Chief Scientific Officer	Effective Date:	July 2022
Exempt Status:	Exempt	Location:	Remote

Apply for Scientific Director-CMEO using the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=794988c0-146f-42c4-9093-de1f7cf6be16&ccld=19000101_000001&jobId=453689&lang=en_US&source=CC4

Job Summary:

The Scientific Director is responsible for providing scientific/clinical expertise in multiple therapeutic areas. In addition to this function, the Scientific Director is accountable for instructional design, content development, identifying and working with faculty, identifying potential educational partners or vendors for program execution or reach, and execution of the educational activity within defined timelines. The Scientific Director is also responsible for identifying new business opportunities and developing needs assessments and gap analyses across a range of therapeutic topics to communicate the need for education to targeted learners, including clinicians and patients. The Scientific Director is required to be current on the latest evidence and emerging therapies in their assigned therapeutic areas, develop and update landscape documents in these areas, and provide suggestions for proposals, formats, instructional design and faculty.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- *Identifies and communicates professional gap analysis and educational needs to improve knowledge and practice for clinicians and other healthcare providers.*
- *Writes, reviews, and edits medical education content in a variety of formats. Meets key performance indicators related to development of needs assessments and best-in-class content.*
- *Reads medical literature, remains aware of late-breaking news/publications, and routinely observes competitive educational activities to ensure expertise in therapeutic areas and alignment.*
- *Develops content, graphics or gives graphic direction to Medical Editor and Design team to effectively communicate the educational objectives in alignment with the proposed activity.*

- *Determines instructional design and positioning of written, video, and digital hub assets.*
- *In tandem with Medical Editors, creates pre- and post-activity outcomes questions aligned to the learning objectives.*
- *Maintains consistency of style, content, and format of documents.*
- *Performs scientific accuracy review and positioning of all content.*
- *Reviews and edits documents and processes for quality and accuracy with a goal of creating scientifically rigorous content that is error-free.*
- *Researches, synthesizes, and assesses integrity of scientific and market material.*
- *Provides suggestions for content, format, slides, etc. based on latest evidence.*
- *Identifies experts in the field of study, interacts and collaborates as necessary for the development of educational materials and future activities.*
- *Keeps abreast of changes in assigned therapeutic areas through reading, conducting periodic literature reviews, and monitoring current market activity.*
- *Understands CMEO formats and proactively suggests topics, faculty and formats for weekly proposal huddles including a thorough needs assessment which incorporates adult learning principles, faculty suggestions, rationale for formats, learning objectives and outcomes measurement.*
- *Reviews all SOPs and follows internal procedures for post-tests, needs documents, proposals, etc.*
- *In tandem with Project Management Group, sets initial timelines and is responsible for review, approval and update of all tasks in the timeline related to Medical Resources Group (MRG)*
- *Works efficiently to deliver projects on time per MRG timelines.*
- *Collaborates with internal teams in developing robust outcomes slide decks and capabilities presentations that demonstrate gap data and CMEO's capabilities and strategies for closing gaps.*
- *Performs additional tasks and provides input/feedback to contribute to overall project success, i.e. help identify target audience, suggest ways to increase reach, etc.*
- *Participates in development of activity from proposal to completion and is responsible for coordination of content for faculty.*
- *Collaborates with other departments to meet timelines and project completion.*
- *Initiates and maintains relationships with program faculty in areas of expertise to ensure educational alignment and identify additional educational opportunities*
- *Collaborates with faculty for content changes and updates to all content during development and while it is hosted on the CMEO website.*

Required Skills/Abilities:

- *Knowledge of adult learning principles and educational design is preferred*

- *Strong interpersonal skills with ability to interact effectively, efficiently, positively and professionally with individuals at all levels of the organization*
- *Ability to efficiently handle multiple priorities in a fast-paced, at times hectic, environment with attention to detail*
- *Ability to think creatively/strategically and generate new ideas, while displaying a positive attitude, enthusiastic energy and ability to have fun with team members*
- *Basic Knowledge of Microsoft Office Suite, EndNote and PubMed.*
- *Excellent relationship building skills.*
- *Excellent time management skills with a proven ability to meet deadlines.*
- *Excellent verbal and written communication skills.*
- *Strong analytical and problem-solving skills.*

Education and Experience:

- *Scientific or medical qualifications preferred, NP/PA, RPh/PharmD, MD/DO, PhD*
- *3+ years of experience in medical writing, medical education or scientific communication required.*

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.