

CLINICAL WRITER

Location: London
Reports to: Lead writer
Grade: 4

Who we are

The Royal Pharmaceutical Society is the professional leadership body for pharmacists and pharmacy in Great Britain. We are here to put pharmacists at the forefront of healthcare and to help ensure the country is the safest place to use medicines.

What we do

We **advocate** for the profession of pharmacy putting them at the forefront of healthcare through influencing policy at a local, regional, national and international level.

We **publish** high quality standards, guidance and reference sources to support all healthcare professionals deliver the safest and most effective care for the people they serve.

We support our members to **develop** their skills and provide guidance and advice to help them progress through their professional career.

How we work

We are:

- **Relevant** to the needs of our members, the profession and the public
- We are **empathetic** to the challenges our members face in always doing their best for patients and the public
- We **inspire** advances in pharmacy practice to deliver our vision of the country being the safest place to use medicines

JOB PURPOSE

All PhP products and services depend on high quality content. The role of the Clinical Writer is to contribute to the creation of appropriate content for the various PhP products in order to maintain their positions as authoritative sources of information about drugs and medicines.

In addition, appropriately trained Clinical Writers may authorize content for release.

MAIN ACCOUNTABILITIES

1. Contribute to content creation, including but not exclusively, searching for and selecting relevant information, organising and writing or checking content suitable for use in PhP products; taking clinical and professional responsibility for the accuracy, safety, and appropriateness of the content;
2. Assist in the timely delivery of content both by managing contributions, where appropriate, and by processing material according to production schedules;
3. Assist in dealing with experts in drug therapy, advisory committees, and other external contacts, by preparation of papers for board meetings and electronic forums, presentations in person, or other appropriate methods of communication;
4. Develop and maintain links with the user community; both to ensure that the publications reflect current clinical practice and user requirements, and to support the future development of the content and its modes of delivery;
5. May be required to represent the publications on relevant issues to external organisations;
6. Under the guidance of the Content Manager (Development and Support), contribute to the quality assurance of products and content;
7. If appropriately trained, may sign off content for release.

SUCCESS MEASURES

- Appropriate and timely selection or approval of content, delivered in a style appropriate to the publication;
- Quality of editorial work; minimal reworking and input required by colleagues;
- Meeting deadlines or renegotiating deadlines if necessary (but demonstrating an understanding of the limitations of rescheduling);
- Publication processes adhered to and maintained;
- Effective working relationships both with colleagues and external partners;
- Understanding of policies, procedures and remit of the various publications;

CORE RESPONSIBILITIES FOR THIS JOB

- Personal responsibility
- Achieving results/delivering performance
- Problem solving

BEHAVIOURAL COMPETENCIES

Behavioural competency	Level required – ops, mgr, senior mgr
Strategic perspective	Ops
Delivering a member and customer focussed service	Mgr
Communication	Mgr
Planning and organisation	Ops
Openness to change	Ops
Negotiating and influencing	Ops

KNOWLEDGE & SKILLS FOR THIS JOB

- A graduate with a relevant life sciences degree;
- A good knowledge of the clinical uses of drugs and medicines;
- Excellent communication skills with the ability to present complex information clearly and concisely;
- The ability to critically analyze source material and judge the clinical relevance of information on medicines;
- Ability to work effectively within a team and to organise own workload.

DESIRABLE

- Evidence of writing or editorial experience;
- Understanding/appreciation of digital publishing;
- Awareness of the UK and international markets for pharmaceutical, scientific and healthcare information.