



JOB DESCRIPTION

CLINICAL WRITER

Location: London
Reports to: Content Manager (Improvements)
Grade: 4

What we do

We support pharmacists in their education and development, promote pharmacy in the media and government, and lead the way in medicines information across Great Britain and around the world.

Our values

At the core of our culture, our Values Focus, Agility, Quality, Collaboration and Respect describe the way we work to achieve our organisational goals.

We believe people don't need to be fixed to their desk to achieve great things, so we offer flexibility to our people in how they do their work wherever possible, to bring out the best in everyone and provide an inclusive working environment.

Leadership in pharmacy

We define best practice for pharmacy professionals and help them achieve this through professional development, career support and training. We are here to support professionals with the challenges of pharmacy practice, and advocate for the role of pharmacy by setting professional and ethical standards, producing policy papers and responding to consultations with government and industry.

Publishing

We're the world leaders in evidence-based pharmaceutical publications and guidance. Pharmacists and other healthcare professionals trust us to provide expert analysis, educational support, webinars and news that informs, supports and enhances their practice. We independently source, evaluate, and communicate and make practical medicines knowledge accessible worldwide.

Our governance and leadership

Our Assembly provides overall governance and strategic direction for RPS. Our three National Pharmacy Boards provide advocacy, support and strategic leadership for pharmacy practice and developments within England, Scotland and Wales. The Pharmaceutical Press (PhP) Board advises the Assembly on the direction and approach of Publishing, while our Executive Team look after every aspect of our operations.

Central Services

We support the organisation to achieve its goals by providing people, technology, facilities and financial services.



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 authorise 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 relevant Manager, contribute to the quality assurance of products and content;
7. If appropriately trained, may sign off content for release.

This list is a summary of the main accountabilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

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;

KNOWLEDGE & SKILLS FOR THIS JOB

- A graduate with a relevant life science degree;
- A good knowledge of the clinical use of drugs and medicines;
- Excellent communication skills with the ability to present complex information clearly and concisely;
- The ability to critically analyse 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;
- Awareness of the UK and international markets for pharmaceutical, scientific and healthcare information.

August 2022