LITERATURE REVIEW & MEDICAL WRITER SPECIALIST

The Society of Obstetricians and Gynaecologists of Canada (SOGC) is one of Canada’s oldest national specialty organizations. Established in 1944, the Society’s mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

The SOGC has over 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

The SOGC continues to be a leading national and international authority on women’s reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women’s health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

POSITION DESCRIPTION

The Literature Review & Medical Writer Specialist is responsible for leading and coordinating the literature review for content updates to the SOGC’s premier Advances in Labour and Risk Management (ALARM) course and Clinical Practice Guidelines in women’s health. They will be required to develop and refine search strategies based on expert and author input, liaise with authors and manage reference databases. This Specialist will act as the organization’s expert in developing evidence-based methodologies to undertake literature review and synthesis including designing, executing and documenting search strategies, selecting and screening articles, managing and distributing results, verifying and integrating references into written documents according to prescribed standards and acquiring personal or copyright permissions, as needed. The Literature Review & Medical Writer Specialist will work closely with content experts and authors to assist with communicating complex medical information using clear and compliant writing. A strong medical writing skill set is required to ensure the quality and clarity of these clinical documents.

KEY RESPONSIBILITIES

- Work with clinical experts and authors to facilitate development and update of medical content for the ALARM course and Clinical Practice Guidelines;
- Develop, refine and execute all literature searches using reputable clinical databases and search engines;
• Screen search results for all relevant articles related to the clinical topic based on input from authors and clinical experts;
• Coordinate with experts and authors to ensure the timely review of articles to meet the predetermined deadlines;
• Work with authors to ensure that written final documents are of high quality;
• Review content to ensure consistency with other SOGC material; and
• Identify and draft clinical/public materials and resources that are complementary to literature reviews and guidelines.

Experiences Desired:

• Post-graduate degree with significant experience in literature review and synthesis;
• In-depth knowledge of the field of women’s reproductive health;
• Strong scientific/medical writing skills evidenced by good quality writing of Medical Affairs communications and/or publications in peer-reviewed journals;
• Ability to navigate clinical literature, clinical protocols, clinical study reports, investigator brochures, publications and medical congress materials;
• Working knowledge of referencing software (e.g., EndNote);
• Understanding of the benefits and limitations of different data sources (ie, abstracts vs publications, primary vs tertiary data);
• Able to work independently after receiving appropriate guidance;
• Excellent organizational skills with ability to prioritize, multi-task and work in a fast-paced environment;
• Strong interpersonal skills and ability to work with a highly matrixed cross-functional team;
• Capacity to collaborate effectively with others while promoting cooperation and partnerships between individuals and groups;
• Ability to effectively communicate by articulating and conveying ideas/information clearly, and to listen effectively in order to respond appropriately to various requests;
• Bilingualism (English/French) is an asset; and
• Knowledge of the GRADE approach to evaluating clinical literature is an asset.

The SOGC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Should you be interested, please send your cover letter and resume to the attention of Courtney Green (cgreen@sogc.com) by February 21, 2020.