

MEDICAL INFORMATION MANAGER

Division / Department: **DAIICHI SANKYO BELGIUM NV/SA MEDICAL DEPARTMENT**

Reports to: **MEDICAL DIRECTOR**

Name of function owner:

1. Context

The Medical Information Manager reports to the Medical Director.

2. Purpose of the job


The Medical Information Manager organises the internal and external medical information. This is done via medical training according to latest scientific information and aligned with strategic priorities; via ensuring the scientific correctness of customer-facing material and via providing answers to unsolicited requests for medical information. The Medical Information Manager safeguards patients' safety as local safety officer for pharmacovigilance and assists the Responsible for Information and Publicity for sample oversight activities.

3. Result areas

Be responsible for medical training

The Medical Information Manager organises the cardiovascular training in close collaboration with the training manager and the medical affairs team.

Core activities include but are not limited to:

- Provide basic cardiovascular training to sales force
 - Regularly update the on-boarding training with newest information
 - Provide update trainings in collaboration with the medical affairs team (medical manager and MSLS) for update trainings to sales force
 - Provide training on (but not limited to) SmPC updates
 - Be responsible for the local use of Campus Plus (learning management system)
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- Screen the literature in relevant therapeutic area's (DS products and competitors) for the detection of adverse events (see LSO function) and to compile the information in regular newsletters

Review of customer-facing material

The Medical Information Manager assists the Responsible for Information and Publicity for the review of customer-facing material.

Core activities include but are not limited to:

- Be responsible for the medical accuracy of all promotional and educational materials as last check before final approval by the Responsible person for Information and Promotion (RIP)
- Be responsible for the approval of some external material (upon delegation by the RIP)
- Train authors of material about requirements related to external communications
- Be the Veeva (approval system) local champion

Provide medical information to external customers

The Medical Information Manager organises customer-centric medical information in collaboration with all medical personnel involved in medical information activities.

Core activities include but are not limited to:

- Answer to unsolicited requests by HCPs or internal departments while using the medical information system
- Train medical affairs members (e.g. MSLs) on the process, rules/requirements and the system for medical information

Pharmacovigilance (PV)

Core activities include but are not limited to:

- Act as the Local Safety Officer (DLSO)
- Train the deputy LSO(s)
- Provide PV on-boarding training and annual update trainings in collaboration with the LSO
- Works together with the Quality Affairs Manager for audits and inspections in the field of PV



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Sample oversight

Core activities include but are not limited to:

- Collaboration with Responsible Person for Good Distribution Practices and Responsible Person for Information and Publicity for sample management oversight according Royal Decree of January 11th, 1993.

MEDICAL INFORMATION MANAGER

**KATRIEN DE RUE
MEDICAL DIRECTOR**

Date and signature

Date and Signature

