

MEDICAL INFORMATION MANAGER

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

Reports to: **MEDICAL DIRECTOR**

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; via providing answers to unsolicited requests for medical information. In addition, the Medical Information Manager provides assistance to responsible persons for pharmacovigilance and sample oversight activities.

3. Result areas

Be responsible for medical training

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

Core activities include but are not limited to:

- Provide basic product training to (but not limited to) sales force
- Regularly update the on-boarding training with newest information
- Organise, in collaboration with the brand team (including medical affairs team), the update trainings to (but not limited to) sales force
- Provide training on (but not limited to) SmPC updates
- Be responsible for the local use of the Learning Management Systems (Dokeos, Campus).
- Screen the literature in relevant therapeutic area's (DS products and competitors) for the detection of adverse events (see dLSO function) and to compile the information in regular newsletters

Review of customer-facing material

The Medical Information Manager reviews customer-facing material within the approval system. Final responsibility lays with the Responsible for Information and Publicity.

Core activities include but are not limited to:

- Be responsible for the medical accuracy of all promotional materials as last check before final approval by the Responsible person for Information and Promotion (RIP)
- Ensure claim databases are updated and are accurate
- Train authors of material about requirements related to external communications

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 use of the medical information system

Pharmacovigilance

Core activities include but are not limited to:


- Act as the Deputy Local Safety Officer (DLSO), reporting to the Local Safety Officer (LSO)
- Provide PV on-boarding training and annual update trainings in collaboration with the LSO

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
- Be the chairperson of the samples meeting

4. Profile

- Mandatory Medical Doctor or Pharmacist
 - Perfectly trilingual French, Dutch and English
 - High people agility, ability to work in cross functional teams
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Passion for Innovation.
Compassion for Patients.™



- Collaboration and Respect
- Excellent presentation skills
- Influencing and Convincing others
- Task Management and Result Orientation
- Continuous Improvement
- Change Management
- Customer and Market Orientation
- Self Management
- Conceptual

