



## Scientific/Medical Writer

A **Scientific/Medical Writer** understands and synthesizes large amounts of technical and scientific information and composes an accurate narrative that appeals to a broad audience. The writer creates a wide range of medical and scientific documents that meet defined communication objectives. The scientific/medical writer has a strong knowledge and understanding of science, particularly biology, pharmacology, chemistry and biotechnology. In addition to composing scientific documents, reports, presentations and other comprehensive materials, the writer may also perform background research and fact checking and use statistical analyses.

**Learn more about the role of a Scientific/Medical Writer by downloading the full skills profile for free at [www.biotalent.ca/profiles](http://www.biotalent.ca/profiles).**



# Scientific/Medical Writer



## BioTalent Canada's Bio-economy Skills Profiles

Biotechnology's fusion of science and business creates unique requirements for jobs in the sector. Candidates often need skills suited both to the lab and the boardroom. As a result, occupational descriptions from other sources or sectors don't always fit the bio-economy exactly. That's why, in partnership with industry stakeholders, BioTalent Canada has developed skills profiles specific to the bio-economy—a project that will continue with the ongoing addition of other functions over time.

Each profile includes a definition of the occupation, a list of competencies and associated tasks, a summary situational analysis, language benchmarks, and essential skills.

## Who can use these profiles?

**Easy to use and interpret, our *Bio-economy Skills Profiles* were created to meet the needs of a wide range of audiences.**

**Here's how you might use them if you're an:**

**Employer:** Develop job descriptions, performance evaluation criteria, professional development programs, succession plans, team building initiatives and recruitment plans.

**Job seeker:** Identify your professional development needs, tailor your resume for a specific position, prepare for interviews and interpret job descriptions.

**Educator:** Build industry-oriented curricula to help produce job-ready graduates.

**Student:** Grow your understanding of employers' expectations and choose the right educational programs to equip yourself with the skills for success.

## Validated by industry

BioTalent Canada created its *Bio-economy Skills Profiles* in consultation with industry to accurately capture the needs of biotechnology companies and produce truly practical, relevant resources. These profiles summarize the high-level skills required for each occupational profile and itemize in detail the common

tasks associated with each function. Because the profiles are comprehensive, not every skill may be required for a single position: instead, the profiles present the full sets of skills that could be expected of a person in a given role within companies at various stages of development.

## Information you can trust

BioTalent Canada is the country's source for reliable, objective and accurate information on skills development and human resources in the bio-economy. Our aim as Canada's biotechnology sector council is to deliver the human resources tools, information and skills development resources industry needs to ensure an adequate supply of job-ready people.

## Understanding the bio-economy

Canada's bio-economy is engaged in the research, development, commercialization and manufacturing of biotechnology products. The bio-economy is constantly expanding as new technologies and techniques are applied to an ever-broader range of industries and sectors including:

Agriculture	Genomics
Aquaculture	Human and Animal Health
Bioenergy	Industrial
Bioinformatics	Life Sciences
Bioproducts	Medical Devices



Biosciences	Nanotechnology
Environment	Natural Resources
Food Processing	Nutraceuticals
Forestry	Pharmaceuticals

## Bio-economy Competency Profile Checklist

**Scientific/Medical Writers must have exceptional writing skills**, a tendency to think logically and critically, and the ability to communicate with a variety of audiences using a number of formats and media. A college diploma or undergraduate degree is required.

Building on these, a **Scientific/Medical Writer** must be able to:

### A. Plan for document development

- 1. Prepare a Document Development plan for a product
- 2. Follow established materials/aids

### B. Conduct supporting background research

- 1. Establish the methodology for the research
- 2. Apply the research methodology
- 3. Consolidate gathered information
- 4. Analyze the gathered data/information

### C. Develop clinical study/trial documents

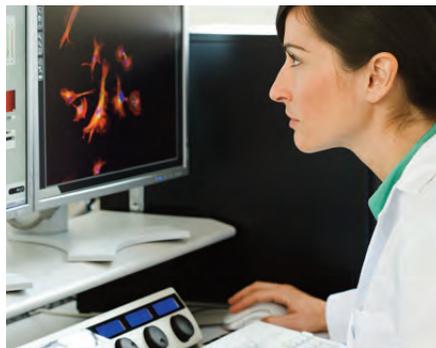
- 1. Create documents, (e.g., clinical trial documents, health care, technical, medical, scientific, public education, communications)

### D. Manage document development process

- 1. Inspect and evaluate the quality of the documents
- 2. Manage contributions to the documents
- 3. Apply document/information management protocols

### E. Manage stakeholder relationships

- 1. Establish relationships with appropriate multi-disciplinary team members in various internal and external functions (e.g., Marketing, Medical, Statistics, Clinical, Graphic design, Agency, Translation, consumer/patient advocacy groups, other stakeholders)



- 2. Maintain relationships with appropriate multi-disciplinary team members in various internal and external functions (e.g., Marketing, Medical, Statistics, Clinical, Graphic design, Agency, Translation, consumer/patient advocacy groups, other stakeholders)
- 3. Develop and maintain relationships with identified thought leaders

### F. Apply generally accepted management practices

- 1. Apply generally accepted management techniques
- 2. Apply project management leading practices
- 3. Identify and protect intellectual property
- 4. Protect and respect sensitive/confidential information

- 5. Use information management systems/computers to manage documents
- 6. Manage work activities
- 7. Establish effective working relationships
- 8. Encourage team building

### G. Apply professional practices

- 1. Comply with established internal policies, procedures and protocols and external regulations and legislation
- 2. Demonstrate writing skills
- 3. Demonstrate medical/scientific/regulatory knowledge and understanding
- 4. Demonstrate professional integrity

### H. Demonstrate personal competencies

- 1. Apply critical thinking/problem-solving skills
- 2. Set priorities
- 3. Organize work
- 4. Manage multiple tasks
- 5. Communicate well and clearly
- 6. Demonstrate ability to work in a team
- 7. Demonstrate interpersonal skills
- 8. Embrace continuous learning and development



## Get started today

Even before you download the full **Scientific/Medical Writer Skills Profile**, get a sense of the information it contains and how you might use it in your work. Attached here is a quick-reference checklist that summarizes the core skills required for the position and the common tasks associated.

**Go to [www.biotalent.ca/profiles](http://www.biotalent.ca/profiles) and download the complete Scientific/Medical Writer Skills Profile.**

