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**CONTRACTOR POSITION:**

Clinical/ Medical Technical Writer

**BRIEF DESCRIPTION:**

This temporary position will work with the Head of Terminology and the Editorial Lead to ensure that editorial policy and rules are kept up to date, well understood, written clearly, organised logically and are simple to navigate within the structure of the SNOMED Editorial Guide. There may be other initiatives dependent on resource availability and funding.

**SOURCE OF PROFESSIONAL SUPERVISION:**

The Head of Terminology/Editorial Lead

**LINE MANAGEMENT:**

Content and Mapping Executive Lead

**POSITION OVERVIEW:**

Working with a team of content developers who review, edit and author SNOMED CT content guided by policy and rules as set out in the SNOMED CT Editorial Guide, the Technical Writer will amend and edit the *SNOMED CT Editorial Guide* by collating content across varied medical domains consistent with the existing IHTSDO editorial policies and aligned with Authoring Team objectives.

The initial objective will be to perform a review of the layout and structure of the document titled SNOMED CT Editorial Guide. Based on this review, the document is to be restructured and reformatted.

This position will be key to the team during a period where SNOMED International aggressively expands its Editorial Guidance portfolio. The technical writer will plan, write, format and draft content and layout of technical reports, manuals, descriptions and specifications. The technical writer will review and incorporate policy and rules as developed by the internal team of editors and specific committee's in the course of everyday work as well as those created as output from the decisions from the Head of Terminology and the Editorial Panel. A key aspect is to organize and link related rules and policy as they are spread across subject areas; thereby ensuring consistency and avoiding contradictory statements. From time to time, as necessary, research will be required to ensure the validity



and factual accuracy of the clinical information and ensure no breach of copyright or other laws governing the reuse of literature and reference data.

The role includes the following activities:

- Collate, write, format, edit and deliver high quality documentation.
- Editing grammar and spelling to ensure quality comprehension. Integrate policy, rules and input from multiple sources to produce cohesive and factually accurate instructions, manuals and reports.
- Compile, edit and proofread medical and technical specification documents.
- Assist with illustrations and graphics as needed.

Experience and qualifications:

- At least 3 (three) years of experience working as a Medical Writer
- Proven track record of providing high-quality medical writing support for a variety of projects
- In-depth clinical knowledge
- Degree in a life science, pharmacy, pharmacology or medicine (or equivalent) or related equivalent experience.
- Knowledge of the content and structure of SNOMED CT, preferred.
- Excellent understanding of medical terminology.

SPECIFIC SKILLS/EXPERIENCE:

- Minimum of 5 years of experience writing and working with technical documentation.
- Experience planning, writing, formatting and drafting content and layout of technical reports, manuals, descriptions and specifications.
- Ability to handle multiple projects simultaneously within a fast-paced environment with rapidly changing priorities.
- Demonstrated ability to organize and prioritize complex tasks.
- Outstanding written/verbal communication skills.
- Comprehensive computer skills with strong proficiency in MS Office Suite, including Visio.
- Experience with Adobe Creative Suite (now Cloud) products, a strong plus.
- Experience with database operation, such as Microsoft Access, a plus.
- Experience with collaboration tools such as Confluence, a plus.
- Project planning
- Advanced writing skills
- Ability to work on multiple deliverables simultaneously
- Ability to meet deadlines consistently
- Ability to communicate effectively with all colleagues at all levels and teams
- Ability to identify and escalate issues



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- Demonstrated understanding of correct grammar, syntax, and spelling
- Intermediate to advanced competence in major documentation tools
- Ability to assist others with documentation tool issues and instruct on their use
- Ability to assist with documentation delivery activities
- Ability to mentor others

#### DELIVERABLES:

- Reformatting and rewording SNOMED Editorial Guide to ensure consistency of meaning and application of policy and rules governing content additions and changes.
- Development of document editing processes as directed by Head of Terminology and Content and Mapping Executive Lead

#### ASSOCIATED RESPONSIBILITIES:

- Acquire a clinical/scientific knowledge base for assigned areas and specific states
- Develop content that is scientifically, medically and terminologically accurate, meets the stated strategic objectives of the project, is within job specifications as defined by the team/client, follows technical specifications, and is at the appropriate level and tone for the intended audience(s)
- Source supporting references and annotate all pieces in accordance with client requirements
- Serve a lead role in steering the rewriting of the SNOMED Editorial Guide. Work closely with internal authoring team to ensure accurate documentation of guidance
- Write, review, and edit SNOMED Editorial Guide for organization, clarity, language/grammar and consistency.
- Provide technical writing expertise to support the creation of quality documentation in all phases of content development.
- Continually communicate project status to internal stakeholders through various formal and informal mechanisms
- Understand the product delivery life cycle and monitor documentation progress within it
- Actively participates in documentation planning processes
- Understands and develops application process workflows beyond documenting features and functions
- Works diplomatically and effectively with subject matter experts and program and product managers in resolving issues
- Participates and interacts, where appropriate, as a collaborative member in project team meetings
- Facilitates documentation walkthrough meetings with project team members when needed

- Provide professional, expert advice to medical and clinical teams on all matters relating to the production of clinical documents, regulatory submissions, and/or presentations/publications.
- Provide medical writing and editing expertise, while working with internal authors, to develop complex scientific manuscripts, abstracts, posters, oral presentations, information letters, and other printed materials to support the scientific communication of SNOMED CT and its use.
- Understand and interpret data generated from a variety of sources, including internal and external studies, research documentation, charts, graphs, tables, and published literature.
- Maintain current awareness of good-publication practices and editorial policies and apply to publishing projects.
- Ensure publications and/or abstracts are drafted within the guidelines of selected journal.
- Create figures and tables for publications that effectively communicate the data; as needed.
- Coordinate the review, approval, submission, and production of final documents, in accordance with established timelines, while independently addressing all document content issues.
- Communicate with, and work effectively and productively with all program team members on the development of documents.
- Support the Head of Terminology in the development of the SNOMED CT concept model documentation and the development of editorial guidance
- Provide expert advice to team members on use of editorial guidelines and recommend changes in order to reflect evolving practices
- Amend and document the workflow from the analysis of a content request to quality assurance review, ensuring that all necessary inputs are secured and that output is delivered in an optimal fashion consistent with Authoring Team objectives and work plan
- Advise on developing business and quality assurance rules to strengthen the quality assurance processes within the Authoring Team

**The specific requirements will be captured in (a) Statement(s) of Work which will be discussed and agreed between the parties and will form a key element of the Contract for Services between SNOMED International and the Contractor.**

#### WORKING HOURS

- Because of the international nature of the work, there is a requirement to regularly attend teleconferences outside usual working hours.



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- The successful contractor must be prepared to work flexibly in order to communicate regularly with the Head of Terminology, who is based on the West Coast of the US and the Content and Mapping Executive Lead who is based in Eastern Canada.