Medical Communications Coordinator

Regular Full-Time
The Campbell Foundation, Germantown, TN, US
Reports to Editor, Campbell Clinic Foundation

POSITION SUMMARY

The Campbell Foundation, affiliated with Campbell Clinic Orthopaedics, has distributed knowledge and expertise throughout the world for more than 85 years. Although best known for producing fifteen editions of Campbell's Operative Orthopaedics, the "bible of orthopaedic surgery," the Foundation supports hundreds of clinical research studies, led by physicians and healthcare partners, and the resulting presentations, publications, posters, book chapters, instructional videos, and digital tools that are produced and distributed each year. Sharing this expertise and collaborating with partners worldwide has shaped the Foundation's role as a leader, partner, and pioneer in orthopaedics.

The Campbell Foundation seeks a collaborative Coordinator of Medical Communications and Resources, who will play a vital role in the preparation, development, submission, distribution of and access to these resources. The Coordinator will work closely with the Editor, faculty and Foundation team members to coordinate the production, delivery and tracking of education materials and continually expand and diversify education resources for internal and external partners.

This individual will also be responsible for providing operational and strategic support across multiple committees and internal teams to foster alignment and continually improve education. This includes, but is not limited to, obtaining and maintaining digital and print resources, performing literature searches , and meeting teaching, research, and reference needs and advancing key priorities and goals.

This position offers the successful candidate an opportunity to be part of a world-class team dedicated to orthopaedic excellence, innovation, and communication.

ESSENTIAL FUNCTIONS

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodation may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Performs online and library literature searches and recommends, develops, coordinates, and delivers electronic and hard copy resources to meet needs of faculty, residents and other health professionals

- Prepares written materials, including scientific lecture PowerPoints, lectureship flyers, preliminary and final programs, within budget and timelines.

- Supports education and research programs through faculty and staff correspondence, online submissions, disclosure of interest, presentation gathering, and other follow-up.
- Assist faculty with adherence to publications criteria, standards and deadlines. Assists editors with document changes, figure acquisition, and proof reading of publication chapters, and manuscripts.
- Assists with facilitation of continuing education programs
- Trains staff, residents, and partners to use search databases and affiliate libraries
- Assists in operation of the Campbell Clinic Foundation library: orders, receives, and maintains textbooks, journals, articles, and digital media; participates in formulation, administration, and evaluation of programs
- Develops and presents appropriate reports to staff, committees and other stakeholders; develop and maintain effective communications and relations with leadership.
- Recommends expenditures, oversees library budget, and purchases supplies.
- Audits, researches and recommends direction for continuing quality, delivery, and availability of library and technology services to address stakeholder needs
- Regular and predictable attendance
- Ability to work in a cooperative manner with others
- Performs other duties as assigned

SKILLS & ABILITIES

Education:Bachelor's degree from a 4-year college or university required.

Experience:

Minimum five years of related experience in a higher education and/ or healthcare library, publication or writing environment preferred.

Knowledge of medical and surgical terminology preferred.

Ability to identify and build relationships and procure tools and resources for stakeholders, including active clinicians, fellows, residents, and external learners. Follow trends, actively listen, make recommendations and support resources for skill-building, knowledge and communication systems and conversations.

Capable of troubleshooting, documentation, and creating and following workflows to ensure efficient and effective program and service delivery.

Computer Skills: Must excel in using various software systems, databases, mobile and web technologies, digital searches, and communication tools. Able to upload materials and generate reports. Proficient and efficient spreadsheets, word processing, internet research and database. Demonstrated ability to learn and apply new technical skills quickly.

Other Requirements: Strong service orientation. Proven record of strong written and verbal communication skills in technical/clinical applications. Flexible and willing to adjust schedule to meet project and stakeholder deadlines and demands. Ability to communicate with stakeholders via various digital and in-person means.

Ability, willingness and consistency in tracking work and projects.

Self-motivated, strong attention to detail, and excellent time management and project management skills.

Apply at:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2abbf8b0-ba58-4b32-9383-e127c93cd6d2&ccId=19000101_000001&jobId=566183&lang=en_US