Job Description

Medical Science Liaison

Revised Date	4/13/2022
Department	Clinical Operations
Reports To	VP of Clinical Operations
Location	US Based (Remote Eligible with Travel)
Exemption Status	Exempt
Job Code/Grade	
Manager Level	

POSITION SUMMARY:

The Medical Science Liaison (MSL) will be a key point of contact for clinical trial sites and be responsible for engaging with the principal investigators, clinical study staff, and other study related entities as needed to provide medical, scientific, and general operational support. The aim of this position is to help sites develop a greater understanding of the experimental agent(s) and any ongoing clinical studies testing the agent(s). Through these educational and training services, it is expected the efficiency of site accrual to the studies as well as the efficiency and quality of the overall trial conduct and data collection will improve to meet our goals and objectives. The MSL will engage in a scientific exchange with stakeholders providing accurate product and care area related information, provide healthcare professionals (HCPs) with scientific, evidence-based communication and education, facilitate patient recruitment for clinical trials and respond to information inquiries. The MSL will additionally provide medical support to external projects, such as advisory boards, educational activities, clinical study support, etc. As the MSL, you will be responsible for cultivating relationships while conveying clinical outcomes about pharmaceutical and contrast media agents via evidence based and non-promotional scientific based activities. Travel to clinical sites and conferences will be required and is an essential focus of this role.

ESSENTIAL FUNCTIONS:

- Delivers high quality training and presentations of scientific data to HCPs in various settings, including advisory boards, investigator meetings, and other appropriate venues to enhance product and disease state knowledge. These venues will typically require travel to present/train on site and in person.
- Acquires and maintains a level of medical-scientific knowledge in an assigned therapeutic area(s) and/or disease state(s) involving clinical issues related to products; able to interpret and disseminate pertinent scientific/clinical data and evaluates current and new information as it applies to therapies. Ability to critically evaluate and interpret scientific literature including its potential impact on clinical practice and medical strategy for CG Oncology's immunotherapy portfolio.
- Leads efforts in recognizing, identifying, cultivating, and maintaining Healthcare Professionals (HCPs) relationships in specific therapeutic areas of interest. Identifies opportunities for scientific growth in support and/or expansion of current utilization of therapies and execution of mutual interest initiatives such as medical education.
- Contributes to clinical and scientific communications, publications, clinical and scientific education, advisory boards, clinical and scientific congresses, other conferences, and meetings, etc.
- Provides fair and balanced medical education and information to HCPs through proactive communication of scientific data as well as scientific exchange of information during routine interactions.
- Conducts appropriate scientific exchange on disease state and marketed products to support the Medical Strategy.

- Must safeguard patient privacy and confidentiality by following the guidelines set forth in the Privacy and Security Rules of the Health Insurance Portability and Accountability Act (HIPAA).
- Provides cross-functional scientific input and expertise.
- Responsible for territory management and budget allocation.

COMPETENCIES:

The following competencies describe the desired behaviors, skills and/or abilities that will facilitate success at CG Oncology:

1. COMMUNICATION - Expresses ideas clearly and constructively (written and spoken, upward and downward, one-on-one and with groups). The ability to display decisiveness and good judgment in clinical and business situations is required.
2. COLLABORATION – Is politically savvy and able to tactfully navigate scientific, procedural, and cultural differences and competing concerns to maintain productive relationships to work proactively with others to streamline work and achieve mutual goals timely.
3. CLINICAL DEVELOPMENT EXPERTISE: Strategically support the development and execution of product launch initiatives, commercialization, and life cycle management (LCM) of company products through research endeavors, education, scientific exchange, and clinical support with key stakeholders and medical experts.
4. PROFESSIONALISM - Treats others with respect; abides by the institutional and cultural values; displays a positive and cooperative attitude; adheres to the standards of conduct and compliance policies. Able to present oneself in a professional manner displaying executive presence, approachability, confidence, and credibility.
5. RESILIENCE - Must be resilient and able to manage around constraints and challenges to develop solutions that will involve establishing consensus from parties subject to different regulatory standards.
6. TECHNICAL ACUMEN – Demonstrates a strong understanding of Clinical Research Operations, and key terms, processes, compliance, and timelines as they relate to advancing Biotechnology research through the pre-clinical to clinical phases.
7. CULTURAL ACUMEN – Demonstrates understanding of diverse cultures to facilitate and effectively communicate, collaborate, and advance the scientific process in a balanced and compliant manner.
8. GOOD CLINICAL PRACTICE (GCP) - Demonstrated ability to ensure an investigation is conducted according to GCP regulations and internal control documents to protect the rights, safety, and well-being of subjects and the accuracy and validity of the trial data.
9. MANAGEMENT/TEAMWORK - Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed. Contributes to building a positive team spirit; shares expertise with others.
10. CLINICAL DATA STEWARDSHIP - Demonstrated understanding of the critical importance of rigorous data generation and disciplined stewardship of the data.
11. TRAINING - The ability to plan, create and deliver formal training presentations (large and small groups) at the trial sites or remotely.

POSITION QUALIFICATIONS

Minimum Education	BSN, MSN, RN, Nurse Practitioner (NP), Physician Assistant (PA), Registered Pharmacist,
Minimum Experience	• Five (5) years of relevant experience or equivalent combination of education, experience and training required. • Experience in the biotech/research/pharmaceutical sectors.
Other Requirements	• Able to travel 50-75% clinical sites and conferences (potentially overnight and/or weekend) is required. • Knowledge of FDA requirements, including regulations governing compliant scientific exchange.
Preferred Education	PharmD, PhD, or MD
Preferred Experience	• Eight (8) years of relevant experience or equivalent combination of education, experience and training required. • Previous MSL experience in oncology/urology. • Experience in pharmaceuticals science in the Oncology Therapeutic Area

Skills: Other

Aptitude: Required/Preferred	Access data in computer data bases Answer emails/telephones Compile data/statistics Coordinate requests, meetings, and events Coordinate travel arrangements Input data into computer programs Prepare reports Proofread documents Schedule appointments Use computer programs and software packages
Software	MS Office, required Windows, required Electronic/cloud-based documentation and filing systems
Machines/Equipment	Able to work remote from a home office Audiovisual equipment Calculator Cell Phone/Fax Laptop Computer Scanner/Copier
Working / Environmental Conditions	Subject to interruptions Subject to varying and unpredictable situations Handles multiple tasks simultaneously Handle pressure due to multiple calls and inquiries

	Handle pressure due to deadline requirements Requires judgment that could affect image of CG Oncology Tobacco-free work environment Subject to the entry rules and conditions of the sites/venues visited
Physical Demands	Able to travel to domestically and internationally by air and/or vehicle. Able to operate a motor vehicle for company business Light physical effort (lift/carry up to 10 lbs.) Mostly sedentary work Occasional standing/walking Occasionally lifts supplies/equipment Occasional reaching, stooping, bending, kneeling, crouching Manual dexterity and mobility Works at PC involving focused concentration Extensive telephone activity Occasionally copies and organizes lengthy material Works at computer tasks involving hand/wrist coordination Frequent repetitive motion
Communication	English languages (verbal, written and speaking ability) Excellent verbal communication and telephone skills Excellent written communication skills

Employee: _____ Date: _____

Dept. Head/Administrator: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.