

TRC

hospital  
pharmacist's letter**Position Description****Title:** Assistant Editor**Department:** Editorial**Reports To:** Editorial Champion for *Pharmacist's Letter* or *Hospital Pharmacist's Letter***Position Overview:** Create evidence-based, accurate, practical content for our *Letters*, Clinical Resources, Webinars, Continuing Education, and other editorial products.**Key Responsibilities**

- Uphold TRC's mission to provide peer-guided, unbiased, and evidence-based educational solutions.
- Develop editorial content for subscribing pharmacists, pharmacy technicians, prescribers, nurses, and other health care professionals. Areas of focus will include, but not be limited to, medication therapy, current practice standards, and regulatory practice requirements.
- Identify the educational needs and questions of subscribers. Directly communicate with subscribers, subject matter experts, professional organizations, and others, to ensure subscriber needs are met.
- Create content that answers subscriber questions and can be used to improve patient care and outcomes. Responsibilities include gathering, analyzing, investigating, writing, and delivering content, education, and practical recommendations about medication therapy.
- Extensively research topics by literature analysis, speaking with experts and practicing clinicians, internet research, and using other appropriate means to provide evidence-based answers to subscriber questions.
- Assist in the development and delivery of home study and webinar based CE/CME activities, in accordance with accreditation standards.
- Ensure all content meets TRC's high quality specifications in terms of being in *PL Style*, evidence based, accurate, practical, and concise.
- Collaborate with other editors to ensure these specifications are met.
- Collaborate, as needed, with marketing, sales, product management, customer service and other groups within TRC to meet client needs.
- Other responsibilities as may be assigned to support the Editorial Group or TRC.

**Requirements**

- PharmD or BS in Pharmacy with a minimum of 3 years' experience in pharmacy practice. Five or more years of experience preferred. PharmD preferred.
- Pharmacy residency preferred.
- Board certification (e.g., Board Certified Pharmacotherapy Specialist) preferred.
- Previous experience in two or more of the following required: direct patient care; clinical pharmacy services/program management; drug information; training/teaching students, residents, technicians, prescribers, nurse or other health care professionals; medical writing;

protocol and policy development; data analysis; quality improvement; management/administration (pharmacist manager, clinical manager, program director, etc).

- Strong oral and written communication skills.
- Ability to use critical thinking to research and synthesize scientific literature into practical recommendations.
- Attention to detail.
- High level of interpersonal skills.
- Ability to follow direction, work independently, and meet deadlines.
- Strong computer and internet skills.
- Ability to maintain a high level of confidentiality.