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## Medical Editor, Continuing Education Assessment - ASCO

[NAMEC Staff](#) (Administrator) | 22 Jul 2021 1:44 PM

### Medical Editor, Continuing Education Assessment

Cancer strikes more than 10 million people worldwide each year. As the leading medical society representing doctors who care for people with cancer, the American Society of Clinical Oncology (ASCO) is committed to conquering cancer through research, education, and promotion of the highest quality patient care.

#### Who we are:

ASCO is a stable, forward-thinking membership organization that operates in a results-oriented work environment in which employees' evaluation emphasizes performance outcomes over presence or time. This is an Alexandria, VA position that offers an excellent benefits package and opportunities to participate in professional development programs. To learn what it's like to work at ASCO, [click here](#).

#### Who we are looking for:

ASCO is in search of a Medical Editor, Continuing Education Assessment to join our Education, Science and Professional Development (ESPD) department. The selected candidate will provide programmatic development of ASCO's medical knowledge assessment products.

**What you will do:**

- Utilize scientific background to review and edit digital education products for a professional oncology audience
- Apply best practices in test development for activities in the self-evaluation portfolio
- Manage the setup, author training, and continued maintenance of a Test Administration platform for the efficient and quality production of digital self-evaluation products
- Manage the identification, curation, and maintenance of digital education content that can be utilized as recommended learning activities that are linked to assessment-driven identification of knowledge gaps
- Review recent FDA oncology approvals and ensure ASCO's educational content is current
- Exercise independent judgment in the management, planning, design, and development of digital self-evaluation activities and related tools according to established timelines
- Utilize a technology platforms for assessment development for the efficient and quality production of digital education content
- Review FDA updates related to new drugs and screenings and reference updates in ASCO's assessment programs
- Effectively operate within a team environment to enlist the support of others and achieve programmatic goals and share content expertise with others to support content strategy and development
- Manage assessment work groups of volunteer subject matter experts

**What you will need to bring:**

- Bachelor's degree in English, Life Sciences, or related field
- 4 –5 years of experience in medical or scientific editing at a hospital, academic medical center, healthcare organization, digital agency, or in health/science media
- Proficient experience with Microsoft Office Suite
- Strong attention to detail
- Ability to fact-check and research medical and/or scientific data
- Ability to learn new technologies and work within new platforms
- Computer skills in electronic publishing software, graphics, and web design software
- Ability to provide clear editorial instructions to authors and peer reviewers
- Ability to ensure appropriate use of item writing structural and style requirements (e.g., units in test questions, one correct answer choice)
- Strong verbal and written communication skills
- Knowledge of medical terminology
- Ability to exercise sound judgement in making editorial decisions
- Ability to identify situations in which the knowledge required exceeds their level of competency and seek help from appropriate colleagues
- Ability to maintain current knowledge related to test development and item writing best practices
- Ability to demonstrate skill, tact, and professionalism in interactions with authors, peer reviewers and staff
- Ability to monitor the timeliness in the processing of scientific manuscripts and items/questions

**What ideal candidates will contribute:**

- Bachelor's or master's degree in science, journalism, English
- Board certification in medical editing a plus
- Familiarity with AMA style and knowledgeable of FDA rules and regulations
- Experience in medical education preferred, or relevant experience in pharmaceutical advertising, medical publishing, or medical communication

- Proficient experience with SharePoint, Adobe Acrobat, working with a Learning Management System (LMS), Content Management System, (CMS), or mobile app
- Item/question writing and test development experience
- Project management experience

**ASCO is proud to be an Equal Opportunity Employer (EOE)**

Here is the application link: [https://asco.wd5.myworkdayjobs.com/en-US/ASCO/job/Alexandria-VA/Medical-Editor--Continuing-Education-Assessment\\_R455](https://asco.wd5.myworkdayjobs.com/en-US/ASCO/job/Alexandria-VA/Medical-Editor--Continuing-Education-Assessment_R455)



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