

**TOR INTERNATIONAL GUIDELINES PUBLICATION – MEDICAL WRITER CLINICAL GUIDELINES
PART TIME POSITION 50%**

Title: Medical Writer of Clinical Guidelines
Location: Paris preferable or any other MSF operational centre (Geneva, Brussels, Amsterdam, Barcelona)
Contract: Part time position 50%
Reporting to: International Guidelines Publication Manager
Starting date: A.s.a.p.

I. MSF INTERNATIONAL

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of race, religion, gender or political affiliation.

MSF International is the legal entity that binds MSF's 21 sections, 24 associations and other offices together. Based in Geneva, MSF International provides coordination, information and support to the MSF Movement, as well as implements international projects and initiatives as requested. MSF International also provides administrative support to the MSF Access Campaign.

II. CONTEXT AND RATIONALE

Médecins Sans Frontières (MSF) produces medical guides for non-specialized staff in the field. The objective of the guides is to disseminate adapted medical knowledge to help in analysing and understanding the situation and implementing a quality response rapidly. Based on its experience gathered in its projects, and in the absence of relevant documents from other agencies, MSF has been producing practical medical guides for more than 25 years. The International Guideline Publication (IGP) unit has been established to ensure the quality production of MSF guidelines.

International guides include 2 categories:

- Public guides: for medical professionals within and outside MSF. MSF's public guides are used by other non-governmental organisations and international agencies, thereby contributing to enhancing MSF's profile.
- Internal guides: for use by medical professionals of MSF only.

There are currently over 20 international guides, some of them are produced in several languages (English, French, Spanish, Arabic).

III. POSITION WITHIN THE ORGANISATION

The Medical Writer of Clinical Guidelines is part of the IGP team of MSF International. S/he is under the direct supervision of and reports to the Guidelines Project Manager. Collaboration with the IGP team members and stakeholders, including but not limited to MSF Working Group (WG) leaders, is essential.

IV. OBJECTIVES OF THE POSITION/MISSION

The Medical writer Clinical Guidelines is in charge of developing and maintaining the quality of content of the Clinical Guidelines. S/he ensures the guideline is scientifically sound and up to date, consistent with existing MSF International guidelines, relevant and adapted to MSF operational environment.

1. Writing

- Conduct proactive literature search, external guidelines review, etc.;

- Prepare draft chapters in compliance with the guideline instructions which integrate the input from stakeholders and references;
- Maintain consistency with other MSF International guidelines and existing MSF tools;
- Coordinate closely with IGP editor throughout the writing and revision process;
- Prepare a discussion document and escalate any issues of contention where required;
- Finalise the text, taking into account the feedback of all stakeholders involved.

2. Planning and Coordination

- Generate an annual plan of updates in coordination with IGP writers and editors, monitor and adjust where needed throughout the year;
- Facilitate the input of the MSF, and external, experts;
- Inform external collaborators on the authorship policy;
- Create systematic mechanisms for transfer of feedback from stakeholders with assistance from manager and IT;
- In coordination with other IGP writers, editor and relevant MSF stakeholders, create network of external expertise for input and feedback;
- Discuss the production and strategy of the Clinical Guidelines with the DirMed on a yearly basis;
- Disseminate relevant findings of literature research, external guidelines review, etc. to IGP editors and writers;
- Provide input to other international medical guidelines and MSF tools, as agreed with IGP manager, to ensure coherence.

3. Documentation

- Collect and store requests for updates of the guideline;
- Track and ensure references are used and cited correctly;
- Ensure permission received for all illustrations, images and photos that are not from an MSF source;
- Archives documents used for the guides, to help answer any future questions related to the guidelines;
- Make use of the CMS system for writing and storage of changes.

4. Be a proactive team member

- Proactive participation in monthly meetings and provide regular information on the progress of activities;
- Contribute to the annual IGP plan of action and multi-year plans;
- Participate in the budget forecast, midterm reviews and reporting;
- Participate to transversal project of the IGP team.;

VI. PROFILE

Qualifications

- Medical Doctor: general practitioner or generalist preferable.
- Demonstrated skills in conducting literature review, critically assessing and documenting scientific evidence

Work experience

- Medical editorial capacity
- Experience in guidelines production would be an asset
- Field experience with MSF or other international organisations working in similar contexts mandatory

Specific skills

- Strong commitment to MSF values
- Quality driven
- Eye for detail
- Good negotiator
- Problem solving
- Excellent technical writing skills
- Excellent English speaking and writing
- Excellent French speaking and intermediary reading and writing skills;
- Strong interpersonal, communication and organisational skills

- Ability to work collaboratively with different stakeholders (remotely)
- Ability to work and report independently
- IT literacy