

7 Habits of Highly Successful Medical Writers

1

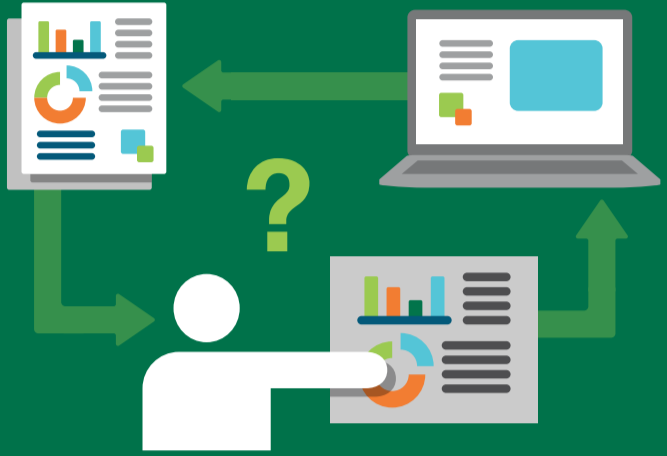
BE PROACTIVE

- Be proactive in communicating both internally and with your sponsors. Give timely responses to emails and phone calls.
- Advocate for yourself; don't be afraid to ask for what you need to do your job well.
- When asking for help from your manager or your sponsor, bring at least one solution.


2

BE RESOURCEFUL

- Ask your sponsor or your colleagues if there are similar documents that you can review.
- Use available guidance documents to guide you on content.
- Use the internet, including PubMed (entering keywords to see how a PRO or efficacy endpoint was described).
- Ask your lead statistician if you're unsure how to interpret a table/figure.


3

DON'T BE AFRAID TO ASK QUESTIONS

- And don't be afraid to state the obvious.
- Sometimes silence is misconstrued as a lack of engagement or understanding. Before a meeting, think of at least one thing you can ask.
- Don't write in a vacuum, sending your sponsor a document full of questions and comment bubbles. Engage with your sponsor and your statistician WHILE you're writing. Your document will be stronger for of it.


4

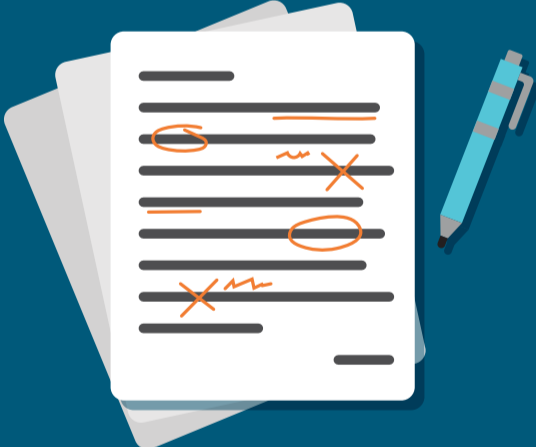
PAY ATTENTION TO THE DETAILS

- Careless mistakes look sloppy and may cause the sponsor to question whether you got the content right. A clean, consistent document will increase a sponsor's confidence in the integrity of your document.
- Edit as you write OR at the end, before handing it off to your reviewer. Verify capitalization, hyphenation, date format, study drug vs study medication, subject vs patient, treatment group vs dose group.


5

USE FEEDBACK TO STRENGTHEN YOUR SKILLS

- Don't take feedback personally – this is business. Reviewer comments on a document you wrote do NOT determine your self-worth.
- You can learn a lot from peer, sponsor, and QC reviews. Embrace the information and learn from it.
- Be kind to yourself. Allow yourself to make mistakes – it's how you learn and grow. Tell the story about my DSUR and reference safety information (IB) at the start of the reporting period.


6

BE A TEAM PLAYER

- Offering to support another writer is a great way to learn. Every writer has their own style and you may discover a different way of approaching something.
- The more you collaborate and support your colleagues, the more they will support you when you need assistance.
- During downtime, let your team know you're available to support them. This goes back to being proactive.


7

TAKE CARE OF YOURSELF

- Pace yourself. Get up and walk around. Drink water.
- Ask your manager for help when you need it. It's NOT a sign of weakness. Rather, it's demonstrating your commitment to meeting your deadline and delivering a complete, high-quality document.
- Consider an ergonomic assessment of your workstation and/or dual monitors.

