



Job Description

Position Title: Program Manager, Medical Education
Report To: Senior Program Manager, Medical Education
Department: Medical Education
Location: Mountain View / Remote
FLSA: Exempt
Date: Jan 2024

APPLY

We are changing the standard of care for millions of untreated sufferers of ENT conditions. We improve patient access to life-changing relief through safe, practical, and effective innovation that changes how and where patients are served. Aerin differentiates itself with our commitment to providing straightforward and clinically proven products so that ENTs and their patients can make treatment decisions together without limits.

At Aerin Medical our values show up as: always seeking the collective good, holding ourselves and each other accountable, showing respect with compassion, creation and innovation and being all in.

As a Program Manager, Medical Education at Aerin Medical, you will be an essential part of our mission-driven team, dedicated to transforming the lives of those with untreated ENT conditions. Your role will involve contributing directly to our commitment to innovation and improved patient care.

Position Responsibilities:

Program Development

- Work closely with the Medical Education Manager to conceptualize, design, and refine medical education initiatives, tailored to various stakeholders, including healthcare professionals, sales teams, and internal staff.
- Collaborate on the creation of engaging and informative educational content, encompassing presentations, workshops, online modules, and training manuals.

2. Event Coordination and Logistics:

- Manage logistical aspects of medical education events, in partnership with communications team.

- Ensure logistic feasibility for events, workshops, and training sessions, including venue selection, scheduling, participant registration, and catering arrangements.
- Build, launch, and maintain Microsoft Forms, SurveyMonkey, and other data capture tools.
- Responsible for tracking event budgets, monitoring expenses, and ensuring efficient use of resources for educational initiatives.

3. Content Management:

- Maintain and update a comprehensive repository of medical education materials, ensuring accuracy, relevance, and accessibility for all stakeholders.
- Work cross-functionally to uncover the newest data and studies to include in medical education materials.
- Conduct thorough research to gather credible medical information, clinical data, and industry insights to enhance the credibility and value of educational content.

4. Collaboration and Networking:

- Foster strong relationships with cross-functional teams, including Marketing, Sales, Regulatory Affairs, Commercial Operations, and Medical Affairs, to align medical education strategies with company objectives.
- Assist in cultivating connections with key opinion leaders, faculty members, and healthcare organizations to encourage collaboration and involvement in medical education activities.

5. Evaluation and Reporting:

- Maintain event tracking data in coordination with Regional Medical Education events.
- Contribute to the development of assessment metrics and tools to gauge the efficacy and influence of medical education programs.
- Analyze participant and stakeholder feedback to generate valuable insights, facilitating continuous improvement of program quality.

6. Compliance and Documentation:

- Ensure meticulous adherence to regulatory guidelines, compliance standards, and industry best practices in all medical education materials and activities.
- Maintain meticulous records of program-related documents, including compliance paperwork, attendance records, and evaluation records.
- Develop outlines for each program to memorialize each of our program offerings.

Position Qualifications:

- Bachelor's degree in a relevant field (e.g., Business, Marketing, Healthcare Administration, Medical Education).
- At least 3-5 years experience in medical education, sales education, or program management is required.
- Prior industry experience in Medical Device, Healthcare or Pharm is a plus

- Experience developing and evaluating educational programs a plus.
- Exceptional organizational skills with a proven ability to manage multiple tasks and meet deadlines efficiently.
- Strong written and verbal communication aptitude, with a sharp eye for detail.
- Proficiency in Microsoft Office Suite (Teams, SharePoint, Planner, Word, Excel, PowerPoint) and familiarity with educational technology platforms.
- Capability to work both independently and as a collaborative team player.
- Willingness to travel domestically.
- Demonstrated commitment to upholding high ethical and professional standards.
- Experience presenting internally, preferred

Location:

The preferred location is Mountain View, CA with an option of remote.

Travel:

- Ability to travel up to 30% (as conditions allow), including attendance at Summits and Symposiums, conferences, industry events, national sales meeting, sales rep field visits, and regional programs.