

Caudex Medical

Trainee Medical Writer Programme



This training programme is designed to allow trainees to acquire some of the skills and experience needed in day-to-day agency life in a risk-free setting. After an initial immersion into the pharma and agency environment, trainees undergo a 6-week period of classroom training on the basics of being a medical writer. During this period, we create a publications scenario in which they develop three abstracts from a clinical study, each with a different destiny.

The first abstract is accepted as a poster, allowing the trainees to learn about developing posters, including the studio and layout process. The second is accepted as an oral, so the development of a PowerPoint slide deck is the outcome; trainees also present their slides, so they discover the importance of getting the story flow right. The final abstract is rejected, so the trainees then learn about meetings research to find suitable alternative meeting opportunities for their abstract.

Around these initial activities, we build their knowledge of the internal processes and external environment in which they will be operating. Oh yes, and we also include some writing training!



The programme then moves on to consider what you need to know to develop a manuscript: checklists, finding your way around a study report, Reference Manager, conducting literature searches etc. For their final piece, the trainees take their poster through to a manuscript outline, and then a first draft, all within our standard SOPs with the feedback and editing a live project would receive.

Over this initial 6 weeks, the trainees also benefit by getting to know the people they will be working with once they have completed the programme, and the trainers get to know them! We also have the opportunity to identify their strengths and weaknesses, we know exactly what they have been taught and we know they have experienced our core project

Training sessions	
1	Introduction: Trainee medical writer programme
2	SOPs: lifecycle of a project
3	Copyright part 1: Introduction to copyright and copyright licences
4	GPP2
5	Tools and resources part 1
6	Medical writing course part 1
7	Medical writing course part 2
8	Publications scenario: account brief
9	Brief: writing abstracts
10	Review feedback on abstract 1
11	Abstract submissions: requirements, pitfalls and perils
12	Editor feedback: abstract 1
13	Brief: revise an abstract written by an author
14	What happens next? Internal and external reviews
15	Comments tracking and tracker
16	Abstract feedback: abstracts 2 and 3
17	Brief for poster
18	Role of the technical lead
19	What has editing got to do with writing?
20	What editors do with posters / introduction to the studio
21	External meetings of all kinds
22	Abstract feedback: revised abstract
23	How to use the departmental administrator
24	Reference Manager
25	Copyright part 2: rights and permissions
26	Guided tour of a study report
27	FDA/AA and EudraCT
28	Poster feedback
29	Effective literature searching
30	Tools and resources parts 2 and 3
31	The joy of slides
32	What editors do
33	Feedback on research task
34	Brief: abstract 2 to oral
35	What is publication planning?
36	Presenting your oral...
37	Slides exercise feedback
38	Reporting guidelines
39	How to write a manuscript, including Q&A
40	Brief: your first manuscript
41	Writing papers: common pitfalls
42	Outline feedback
43	Draft feedback
44	Final draft sign-off and attachment to account teams

types at least once as they take up their positions in their account teams. With the mentoring they receive from their colleagues, we expect trainees to graduate to full medical writer status within 6–12 months.

If you are interested in becoming a Caudex trainee, please contact Jackie Marchington (jackie.marchington@caudex.com)