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## Job Description

Please fill in this form and save it as described in SOP 000151.

Background information	
<b>Name of employee:</b> <i>(John Doe)</i>	LEO-id:
<b>Revision Date:</b> <i>(dd-mmm-yyyy)</i>	27-Aug-2018
<b>Title:</b> <i>(E.g. Specialist, coordinator, project manager, Head of Department etc.) (Outline internal vs. external, if applicable)</i>	Medical Science Liaison (MSL) – Thrombosis
<b>Department name:</b> <i>(e.g. Patient Solutions Thrombosis)</i>	Thrombosis
<b>Org. Unit ID (optional):</b> <i>(e.g. 30030281 or N/A)</i>	N/A
<b>Location:</b> <i>(Country/State/Province/Region or City, as applicable)</i>	Canada
<b>Job type:</b> <i>(e.g. Business Administration &amp; Support, see Pulse for more info, <a href="#">here</a>)</i>	Scientific Affairs MSL
<b>Job Band &amp; Job Level:</b> <i>(e.g. P3, see Pulse for more info, <a href="#">here</a>)</i>	P4
<b>Immediate manager title:</b> <i>(Reports to e.g. Vice President Sourcing)</i>	Senior Medical Manager - Thrombosis
Business responsibility (if applicable)	
<b>No. of direct reports:</b>	0
<b>No. of reports in total:</b>	0
<b>Financial magnitude:</b> <i>(Budget owner, P/L, Sales and/or Cost)</i>	N/A
<b>Authority:</b> <i>(Areas where the position holder is accountable)</i>	N/A
Objectives and tasks	
<b>Overall objective:</b> <i>(Short description of the overall objective of the position - the purpose of the role)</i>	The Medical Science Liaison (MSL) is responsible for providing a variety of external and internal customers with medical and scientific information on the appropriate utilization of specific LEO products and with more general information about their therapeutic area and disease state. This field-based position will proactively build healthcare provider support, by using a scientific approach that is aligned with the Brand Team objectives and therapeutic area Medical Plan. The MSL will need to be a credible and valued representative of LEO



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	<p>Pharmaceuticals in a variety of interactions with key stakeholders across their regions.</p>
<p><b>Responsibilities:</b>  <i>(Short description of the tasks and responsibilities which are key to the role. List in prioritised order)</i></p>	<ul style="list-style-type: none"> <li>• Health Care Professional (HCP) interaction and development.</li> <li>• This will include developing relationships with various HCPs and providing them with credible, fair balanced, scientific information about LEO products, LEO research activities, and LEO product development.</li> <li>• As these relationships develop, some HCPs will be recognized as being potential advocates for the use of our products, possible speakers or possible investigators in clinical trials. The MSL will develop strategies to develop selected HCPs as Key Opinion Leaders depending on their specific interests, enthusiasm for, or experience with our products.</li> <li>• The MSL will be a major source of balanced medical information for HCPs and will be capable of issues management and addressing questions about safety and off label use of LEO products based on available scientific data.</li> <li>• The MSL may also be involved with supporting formulary submissions for new products in their therapeutic area.</li> <li>• With a field-based position, territory planning will be a key activity. This will be done in collaboration with the Medical Advisor along with the commercial team and will involve identifying a focus of effort and the metrics for customer calls. The plan will have to be dynamic with respect to the specific brand, territory and the life cycle of the product line. That is, the focus of effort may vary from time to time and the territory plan will have to be flexible to accommodate for this.</li> <li>• The MSL will be expected to be an expert on their products and their therapeutic areas. This will involve regular and extensive reviews of the literature, developing presentations and assisting with publications and medical communications. Participation in scientific meetings will be essential, and the MSL will attend appropriate scientific congresses and conferences, and LEO therapeutic area training sessions to maintain a current knowledge base and to develop competitive intelligence on other products in their therapeutic area.</li> <li>• The MSL will play a critical role in internal training and communication with the Medical, Brand Team and territory managers. Knowledge sharing, including opinion leader and site profiling, and education both internally and externally will be a key area of responsibility.</li> <li>• The MSL will be responsible for assisting the Medical team in the identification of potential investigators and research projects. For LEO studies, this may include assisting in protocol development, site selection, recruitment strategies, Clinical Operations collaboration, and communication with the Brand and the Medical Advisor. For Investigator Initiated Studies, this may include education and facilitation of the Investigator Initiated Study process.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with appropriate SOP's, policies and guidelines.</li> <li>• Complete mandatory training in assigned timelines upon hire as well as when new policies, SOP's, guidances are issued.</li> <li>• Participate in personal development and training sessions as required for the position.</li> <li>• Work in a safe manner that does not endanger yourself or co-workers. Report any health or safety concerns (internal and external) in compliance with LEO policy and standard procedures.</li> <li>• Strive to consistently uphold LEO Pharma's core values.</li> </ul>



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	<ul style="list-style-type: none"> <li>Execute other duties as may be required by Executive team members and other members of LEO Pharma’s Management team as training and experience allow.</li> </ul>
<p><b>Key working relationships:</b>  <i>(Interface and cooperation with e.g. internal functions or external partners)</i></p>	<p>This role will work closely with the medical and commercial teams in developing a strategic direction for the brand, and will develop an MSL strategic and tactical plan in collaboration with the medical team. It will interact externally with Key Opinion Leaders and other industry stakeholders.</p>
<p><b>Job specific competencies</b></p>	
<p>Requirements to e.g.:</p> <ul style="list-style-type: none"> <li><i>professional</i> competencies (education, training, experiences)</li> <li><i>business insights</i> (knowledge of the business and industry)</li> <li><i>behavioural</i> competencies (demonstrated behaviours - see <a href="#">Pulse</a> for more info, <a href="#">here</a>)</li> </ul>	<ul style="list-style-type: none"> <li>Medical Doctorate (MD), PhD or PharmD preferred.</li> <li>Minimum Master’s degree and/or Health care professional background will be considered.</li> <li>Thorough knowledge of the healthcare system, disease management and medical research.</li> <li>Pharmaceutical business and market knowledge and experience considered an asset</li> <li>Excellent interpersonal, communication and presentation skills (including ability to network).</li> <li>Proven ability to develop and foster peer-to-peer relationship with stakeholders.</li> <li>Demonstrated ability to organize, prioritize and work effectively with minimal supervision in a constantly changing environment.</li> <li>Willingness to travel at least 50% of the time.</li> <li>Evening and weekend work will be involved.</li> <li>Ability to understand and summarize all aspects of clinical trials and papers.</li> <li>Ability to research scientific literature, and write reports, papers and research protocols.</li> <li>Solid understanding of GCP an industry code of practice.</li> <li>Excellent teaching skills and ability to present and discuss scientific material clearly and concisely.</li> <li>Ability to participate in a scientific dialogue with HCPs and researchers.</li> <li>Frequency of initiative and creativity is very high in KOL interactions and project development. In areas of unsolicited off-label discussion, a high degree of critical thinking is required to inform the KOL of current clinical evidence while adhering to current ethical guidelines. The MSL will have to be able to function in a highly regulated environment and to adhere to all LEO Guidelines and Standard Operating Procedures (SOP), yet be able to respond to a variety of questions and requests from health care professionals.</li> <li>Solid decision making abilities: must decide on which clinical evidence to present in HCP meetings that will assist their understanding and expand or support their current therapeutic use of LEO product(s). Must be able to handle objections and manage issues presented by HCPs. In addition, must have the knowledge and capacity to address questions about the safety of our products and questions about potential off label use. This position will require an individual with an ability to work independently and to converse on a peer to peer basis with health care professionals.</li> </ul>



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	<p><b><u>Behavioural Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Integrity and Trust</li> <li>• Stakeholder Focus</li> <li>• Drive for Results</li> <li>• Demonstrating Courage</li> <li>• Learning on the Fly</li> <li>• Communications Skills</li> <li>• Business Acumen</li> <li>• Interpersonal Savvy</li> <li>• Dealing with Ambiguity</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• This role will require significant time spent travelling and varied work hours.</li> <li>• In this role there may be extended periods of time standing, walking, sitting based on daily schedules to meet customer schedules at conferences, meetings, hospitals, clinical, pharmacies etc.</li> <li>• The job requires moderate amounts of time on electronic devices and tools such as i-Pad, cell phone, computer, which requires manual dexterity.</li> </ul>
<p><b>Job description hereby understood and agreed:</b></p> <p>_____</p> <p>Employee's signature</p> <p><b>Date:</b></p>	<p><b>The correctness of the job description is hereby confirmed :</b></p> <p>_____</p> <p>Manager's signature</p> <p><b>Date:</b></p>

<b>Acknowledgement</b>
<p>LEO Pharma reserves the right to make modifications to this job description as deemed necessary by changing position and business requirements. The job description documents the general nature and level of work but is not intended to be a comprehensive list of activities, duties and responsibilities required of job incumbents. Therefore, job incumbents are expected to perform all other duties as assigned or required, as training and experience allow.</p> <p>The job description is a requirement under LEO Pharma's Quality Management System. It does not form part of the employment agreement between the employee and LEO Pharma and cannot be relied on in this respect.</p>