

## Job Description

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<b>Job title</b>	Medical Programmes Officer
<b>Reports to</b>	Head of Science and Medicine
<b>Grade</b>	3
<b>Directorate</b>	Operations
<b>Term</b>	Fixed-Term

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### Job purpose

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The Medical Programmes Officer is required to coordinate UK Anti-Doping's (UKAD's) Therapeutic Use Exemption (TUE) programme, and lead on the maintenance and development of the Global Drug Reference Online (DRO) medication database. A key focus of the role involves supporting athletes and athlete support personnel who have medical related enquiries.

### Key result areas

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- Manage the TUE process - screen applications, request medical evidence, use the Anti-Doping Administration and Management System (ADAMS) to log applications, translate TUE Committee decisions into understandable language for athletes
- Ensure TUE Committee decisions are made in a timely fashion and monitor the consistency of decisions
- Monitor conditions of approval to ensure that athletes are complying with these conditions throughout the duration of their TUE and maintain robust governance structures in place to minimise the potential misuse of the TUE system
- Act as secretariat for the Independent Review TUE Panel who are tasked with scrutinising the TUE programme
- Work with the Testing Team to evaluate the competition level at which athletes within each sport require a TUE in advance of treatment
- Liaise with International Federations to ensure that TUE decisions made at national level are mutually recognised at International-level
- Liaise with the World Anti-Doping Agency as required on consultations related to the International Standard for TUEs, coordinating UKAD's approach to any consultations

- Report on key performance indicators to the Head of Science and Medicine on a quarterly basis to evaluate the effectiveness and consistency of the TUE programme
- Coordinate the timely review of data in Global DRO so that it remains up to date with new medicines and that the content is accurate in order for athletes to be able to rely on Global DRO to cross-check the status of medications and ingredients against the Prohibited List
- Maintain an effective working relationship with the Global DRO Partners and UKAD Pharmacists Group
- Manage the Global DRO development budget as agreed with the Head of Science and Medicine
- Work with the Science Officer to answer medication, supplement, and TUE related enquiries
- Attend relevant conferences and meetings; prepare and deliver presentations as necessary
- Assist other functions of the Science and Medicine Team when necessary
- Support the Education Team by providing input into the medical elements of education programmes and resources to enhance their quality and accuracy
- Comply with internal processes and data sharing protocols in relation to the collection, recording, evaluation, sharing, review, retention and disposal of information.

### Key internal and external contacts

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- Athletes and athlete support staff
- Global DRO Partners (Canadian Centre for Ethics and Sport and United States Anti-Doping Agency)
- Global DRO Pharmacists Group
- International Federations
- Major Event Organisers
- National Governing Bodies of Sport
- UK Anti-Doping colleagues
- UK Anti-Doping Independent Review TUE Panel
- UK Anti-Doping TUE Committee
- World Anti-Doping Agency

### Qualifications/experience/knowledge

- Honours degree (Master's preferable) in areas relevant to the position, for example: biochemistry, biomedical sciences, exercise physiology, pharmacology, sports medicine, sports science

- Experience of communicating complex scientific/medical messages in simple terms to non-scientific/medical individuals
- Knowledge and understanding of the types of drugs used in sport, their mechanisms of action and effects
- Experience in completing critical reviews of scientific literature and presenting summarised results in report format
- Experience in following processes and identifying process improvements
- An understanding of data protection and confidentiality.

### **Skills/personal qualities**

- Self-aware with strong interpersonal, communication, negotiation and influencing skills
- Demonstrable critical and creative thinking abilities, with an analytical eye for detail
- Strong planning and organisation skills, ability to prioritise own workload and manage time efficiently, in order to meet set deadlines
- Self-motivated to be able to operate within agreed boundaries with minimal supervision
- Ability to build and sustain working relationships with a network of key people internally and externally
- Ability to work in a highly process-driven administrative environment
- Competent user of data management software systems and Microsoft Office applications (including Word, PowerPoint and Excel)
- Ability to maintain a high level of customer service at all times
- Ability to work flexible hours as needed.

### **Additional information**

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Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with international colleagues outside of core work hours, and occasional travel, will be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.