

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Drug Evaluation and Research

Office of Communications

Division of Drug Information

Effective Date: February 9, 2022

1. Division of Drug Information (DCDDC).

- A. Responds to public inquiries relating to Food and Drug Administration (FDA) regulated drugs, including drug approvals, clinical investigations, drug interactions, availability, labeling, marketing and other technical drug information issues.
- B. Enhances effective communication with industry about the core activities related to FDA regulations and initiatives.
- C. Provides informative and educational materials to health care professionals using collaborative strategies.
- D. Represents the Center for Drug Evaluation and Research (CDER) and provides information in-person at conferences, workshops, and exhibits.
- E. Disseminates and monitors information through various communication channels, including social media.
- F. Supports professional development through a CDER-wide Fellowship program, continuing education, and student trainee program.

2. External Communications Branch (DCDDC1).

- A. Responsible for using traditional communication channels comprised of letters, telephones, and emails to respond to public inquiries relating to FDA regulated drug products.
- B. Enhances effective communication with industry about the core activities related to FDA regulations and initiatives.

3. Social Media and Engagement Branch (DCDDC2).

- A. Responds to public inquiries for FDA-regulated drugs on traditional and social media platforms.
- B. Plans, develops, and implements CDER wide social media strategies for disseminating CDER actions to the public, in support of the CDER's top priorities and initiatives.
- C. Uses various social media and digital channels to engage the public to answer regulatory, scientific, compliance, and public education activities.
- D. Enhances effective communication with industry about the core activities related to FDA regulations and initiatives.
- E. Provides informative and educational materials to health care professionals and industry using collaborative online strategies.
- F. Disseminates and monitors data through various social media platforms.
- G. Represents the Center and provides information in-person at conferences, workshops and exhibits.

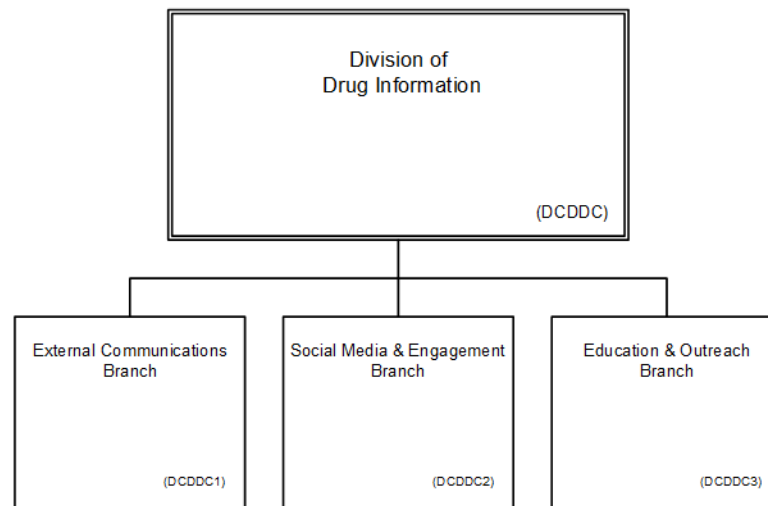
4. Education and Outreach Branch (DCDDC3).

- A. Responds to public inquiries relating to FDA-regulated drugs.
- B. Proactively disseminates drug safety-related and drug-related approval updates through database management activities.
- C. Provides informative and educational trainings to health care professionals using collaborative strategies.
- D. Advises, plans, develops, and implements strategies for effective communication methods, and targets key CDER audiences.
- E. Develops scientific/medical communication materials to educate the public about FDA regulated products and initiatives using audio, video, and other digital formats.
- F. Supports professional development through a CDER-wide Fellowship program, continuing education, and student trainee program.

5. Authority and Effective Date.

The functional statements for the Division of Drug Information were approved by the Commissioner of Food and Drugs on December 7, 2021, and effective on February 9, 2022.

**Department of Health and Human Services
Food and Drug Administration
Center for Drug Evaluation and Research
Office of Communications
Division of Drug Information**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Drug Evaluation and Research, Office of Communications, Division of Drug Information organization structure depicting all the organizational structures reporting to the Director:

Division of Drug Information (DCDDC)
External Communications Branch (DCDDC1)
Social Media and Engagement Branch (DCDDC2)
Education and Outreach Branch (DCDDC3)