

Analyst - Patient Oriented Programs

Job ID
REQ-10065804

10月 31, 2025

India

摘要

The primary responsibility of this role is to manage patient-oriented program (POP). Responsible to ensure compliance in POP end to end activities as per the applicable process and quality standards. Liaison with the cross functional team for successful execution of POP.

About the Role

Major accountabilities:

- Administer end to end POP process on behalf of Business Owner (BO) in accordance with Doing Business Ethically (DBE) policy and POP Standard Operating Procedures (SOP).
- Coordinate with all POP stakeholders (POP Champion/ Procurement/ Legal/ Patient Safety/ Compliance/Quality Assurance) and create POP documents.
- Responsible for obtaining the necessary approvals for conduct of POP in a timely manner.
- Responsible for the overall management of the External Service Providers (ESP) compliance

check prior to fieldwork initiation.

- Enter program details in the POPsys database throughout the conduct of the POP.
- Keep track of all required activities (First Participant First Contact (FPFC)/Last Participant Last Contact (LPLC) dates, Adverse Event Reconciliation (AER), Periodic Reviews, closure, etc.) related to POP conduct and ensure no monitoring gaps before program closure in POPsys.
- Maintain documentation for all POP related activities in POP repository.
- Ensure identified quality issues are well documented in quality issue (QI) management tool. Create issue record and perform proper investigation, root cause analysis followed by risk assessment and corrective and preventive actions (CAPA).
- Ensure proper handover of activities when leaving the role/organization/planned leaves and liaise with POP Champion.
- Effective management of all projects assigned, and timely escalation of findings related to projects.
- Seek constant feedback from stakeholders and improve on suggestions put forth.

Compliance activities:

- Comply with global and local regulations for successful completion of POP activity.
- Ensure completeness of ESP onboarding and compliance (SQA, EPRM, PV provisions, POP AE trainings etc.).
- Follow Integrity & Compliance policies of the organization such as Code of Conduct, Corporate Citizenship, Conflict of interest, Doing Business Ethically and other related organizational policies.
- Support during internal/external audits and inspections as needed.

Key performance indicators (KPIs):

- 100% maintenance of POP and ESP Key performance indicators
- 100% Documentation completeness related to POP.
- Internal stakeholder feedback.

Ideal Job Requirements

Education:

At minimum - any life science graduate or B.com or BA or any equivalent fields.

Background/experience:

- Preferable experience with 2- 5 years ' experience in the pharmaceutical industry within Clinical, Pharmacovigilance (PV), Medical/regulatory Affairs, or relevant experience in pharma compliance or commercial framework.
- Good understanding of local regulatory requirements and applicable policies surrounding pharmaceutical industry
- Ability to communicate effectively across different audiences, organizational levels and local and global teams.

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International

Business Unit

Universal Hierarchy Node

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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