

# Patient Safety Specialist

Job ID  
REQ-10026629  
Nov 18, 2024  
Canada

## Summary

Location: Montreal/Toronto, #LI-Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

We are currently looking for a skilled and dedicated Patient Safety Specialist to join our team. By joining Novartis, you will have the opportunity to be a part of an engaged and dedicated team that is committed to ensuring the safety of our patients. Additionally, you will collaborate with various functions within the company to meet Novartis objectives and fulfill the requirements set by Health Authorities.

About the role:

The Patient Safety Specialist role is to support management of Patient Safety operational processes in Canada ensuring compliance with Novartis global and local procedures, national and international regulations/ standards/ guidelines for vigilance of both marketed and investigational products (incl. drugs, and medical devices) from Novartis Group.

This role will work directly with the Patient Safety and Pharmacovigilance team and reports to the Patient Safety Group Manager.

## About the Role

**Major accountabilities:**

## Your responsibilities include, but are not limited to:

- Manage the collection, processing, documentation, reporting, reconciliation and follow-up of adverse event reports for all Novartis products.
- Handle reporting, submission, and distribution of safety reports to Local Health Authorities and clinical operations in collaboration with other departments.
- Develop and implement local procedures to ensure compliance with global Patient Safety procedures and national requirements.
- Collaborate with other departments to ensure adherence to Novartis vigilance requirements in projects involving safety data collection.
- Ensure adequate vigilance provisions in contracts.
- Support Pharmacovigilance activities such as local literature monitoring and training material preparation.
- Prepare and submit compliance reports, identifying root causes for late reporting and implementing corrective actions.
- Provide support for internal audits, Local Health Authority inspections, and implementation of CAPA

plans.

## What you'll bring to the role:

### Essential:

- Healthcare Professional (e.g., Medical Doctor, Nurse, Pharmacist), life science degree or equivalent training and experience.
- Knowledge of national and international regulations for pharmacovigilance
- Knowledge of pharmacological and medical terminology
- Good communication and interpersonal skills
- Quality and results oriented
- Computer skills
- Fluent in both written and spoken English and French

### Desirable:

- Previous experience in the pharmaceutical industry or as a Patient Safety Specialist

### Minimum Requirements:

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other.

Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

<https://www.novartis.com/about/strategy/people-and-culture>

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<https://talentnetwork.novartis.com/network>

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Division

Development

Business Unit

Innovative Medicines

Location

Canada

Site

Montreal

Company / Legal Entity

CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Alternative Location 1

Toronto, Canada

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular  
Shift Work  
No  
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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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