

Analyst, Patient Oriented program

Job ID
REQ-10042343
Feb 27, 2025
India

Resumen

As an analyst, patient-oriented program, you will be responsible for the overall management and compliance of Patient Oriented Programs (POPs) according to Novartis global and local procedures, good documentation practices and health authority regulations.

About the Role

Key Responsibilities:

- Responsible for the design, planning and conduct of the POP, ensuring resource and time allocation for completing all activities:
 - Coordinate with all POP stakeholders (POP Champion/ Procurement/ Legal/ Patient Safety/ Compliance), as appropriate;
 - Responsible for obtaining the appropriate approvals (compliance and POPSys) for conduct of POP in a timely manner;
 - Responsible for the overall management of the External Service Provider (ESP)/Healthcare Professional (HCP), being the main point of contact and ensuring the following activities are completed prior to the beginning of ESP services:
 - conduct of POP Supplier Quality Assessment (SQA) and other supplier qualifications (Information Security and Risk Management (ISRM), Third-Party Risk Assessment (TPRM), Anti-Bribery), as applicable;
 - contract execution, including Pharmacovigilance (PV) and Data Privacy (DP) language, and
 - ESP AE training;
 - In collaboration with the Source Data Verification Responsible (SDVR), responsible for identifying source documents and ensuring they are clearly communicated to the ESP/HCP and local POP stakeholders;
 - Enter program details in the POPsys database throughout the conduct of the POP;
 - Ensure required data is obtained to conduct monitoring activities (Adverse Event Reconciliation (AER) and Source Data Verification (SDV));
 - Keep track of all required activities (FPFC/LPLC dates, AER, SDV, Periodic Reviews, closure, etc.) related to POP conduct and ensure completion before program closure in database;
- Regularly interact with the POP Champion and the Pharmacovigilance Responsible (PVR) in order to discuss POP and ESP performance and compliance, and collaborate with them to actively follow-up on cases of non-compliance, including late AE reporting, and to ensure appropriate action and risk mitigation (deviations and CAPAs);
- Ensure compliance with all local laws and regulations;
- Support during internal/external audits and inspections as needed;

- Ensure proper handover of activities when leaving the role/organization/planned leaves and liaise with POP Champion as required.

Essential Requirements:

- Preferably, relevant experience in the pharmaceutical industry within medical affairs, compliance or commercial
- Good understanding of relevant local laws and regulations and Novartis compliance, marketing, data privacy and anti-bribery guidelines
- Ability to communicate effectively across different audiences, organizational levels and local and global teams.
- Excellent written and verbal skills. Strong interpersonal skills.
- Good English language skills
- Ability to provide efficient, timely, reliable, and courteous service to customers. Ability to effectively present information

Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

División

Operations

Business Unit

Universal Hierarchy Node

Ubicación

India

Sitio

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
[Apply to Job](#)

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Job ID
REQ-10042343

Analyst, Patient Oriented program

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10042343-analyst-patient-oriented-program>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Analyst--Patient-Oriented-program_REQ-10042343
5. <mailto:diversityandincl.india@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Analyst--Patient-Oriented-program_REQ-10042343