Job Description

Draft

Job Title:	Junior Safety Scientist
Reporting To:	
Employee Name:	
Signature:	
Managers Name:	
Signature:	
Date:	

Job Purpose

To assist with the carrying out of essential pharmacovigilance-related tasks on behalf of Panacea Pharma Projects Limited and their clients in compliance with Good Vigilance Practice (GVP) and Good Clinical Practice (GCP) as described below.

To provide support to the Case Processing team with the collection, evaluation and data entry of Individual Case Safety Reports (ICSRs) on to the drug safety database (Argus).

To provide support to the Case Processing team with assessing and ordering literature articles.

To provide support to the Data Evaluation (DE) team in the review and write-up of published studies, weekly literature reviews and the administrative tasks associated with global DE literature searching.

Assisting with administrative tasks for other members of the Panacea team.

All tasks are expected to be performed in compliance with European and national legislation and co-operation with clients.

Key Tasks

Technical

- Daily checks of client MHRA ICSR submissions portal accounts
- Downloading and triaging of regulatory ICSR reports
- Triage and data entry of ICSRs from literature articles

- Complete initial case entry onto the pharmacovigilance database
- Upload and duplicate checks of weekly DE literature hits in EndNote
- Review and assessment of weekly DE literature hits
- Any other task, following sufficient training, as instructed by line manager or senior management

Administrative

- Archiving of pharmacovigilance data
- Assisting pharmacovigilance managers as required
- Cover for telephone answering

Team

- Work as part of the Pharmacovigilance team and maintain flexibility to meet the priorities of the department
- Share ideas to improve systems