Pfizer UK Undergraduate Programme 2019/2020

Site and Study Management Undergraduate
Clinical Development and Operations, Global Product Development

Global Site and Study Operations

Locations:
Walton Oaks, Surrey
Sandwich, Kent

Department Overview

Global Site and Study Management is a global group which plays a key role in the conduct of clinical trials. There are 2 main areas of responsibility. Study Management is responsible for leading the 'operationalisation' and execution of protocols. and for overseeing the delivery of Contract Research Organizations (CROs) and other vendors. Site Management oversees the clinical trial execution that happens in the field (i.e. the conduct of clinical trials sponsored by Pfizer at healthcare facilities). In order to support the development of new medicines the combined group partners closely with other clinical and clinical operations team members, providing operational and technical expertise to support the design and execution of clinical trials.

What can I achieve and what will I be responsible for whilst completing a placement at Pfizer?

In this role the successful candidate will have the opportunity to develop an in depth understanding of the key elements of the clinical study lifecycle. Through working in Global Site and Study Operations you will get hands on experience in many critical aspects of study execution. This may include:

- Provide Pfizer Trial Master Files (pTMF) support and maintenance – file & ensure documents are in the Trial Master File (TMF)according to International Conference on Harmonization-Good Clinical Practices (ICH-GCP) and Standard Operation Procedures (SOPs)
- Maintain, verify, process, and makes updates to Pfizer systems (including Registry), spreadsheets / documents
- Responsible for preparation of site supportive material (e.g. Site binders, Site Master File (SMF))
- Maintain and ensure the availability of inventory for all non-drug supplies
- Ensure organization and maintenance of shared spaces (SharePoint, eRooms, etc.) for the study team
- Support meeting planning and organization (including Investigator Meetings) to ensure regulatory requirements are met, and planned within budget.
- Act as central point of contact for team as needed

Successful applicants will work closely with an experienced Study Manager, Clinical Trial Assistant (CTA) and the global study team and will be expected to develop a sound technical

grasp of the key clinical trial deliverables on one or more interventional clinical trials with the opportunity to work across multiple Therapeutic Areas within Global Product Development (GPD).

What other opportunities and benefits do Pfizer offer?

The Global Site and Study Operations group partners closely with other functions within Pfizer and as such the successful candidate has the opportunity to gain insights to other core clinical development functions including:

- Clinical Project Management
- Clinical & Clinical Sciences
- Clinical Data Sciences

Successful applicants will also have the opportunity to have access to an extensive library of training tools and participate in regular educational sessions.

Candidates with an interest in Process development and maintenance will work closely with an established Business Process Owner associated with Investigator Site processes.

- Support to business process owners – reviewing requests for updates, assisting with redesign and implementation of updates as needed, supporting FAQs, monitoring quality event resolution.

Candidates will be offered support to participate in voluntary events such as STEM supported activities (e.g. Science fairs/careers days). We aim to facilitate an awareness of other areas of the business across the course of the placement to provide a rounded awareness of the pharmaceutical business.

When can I start?

Placements will start on 2nd September 2019 and will run for 12 months.

PERSON SPECIFICATION

Type of person we are looking for, in relation to '**Skills**', '**Knowledge**' and '**Motivation**':

- On target for a 2:1 Degree Classification
- Self-motivated with ability to work independently
- Demonstrated effectiveness working as part of a team
- Strong verbal and written communication skills
- Detail focused
- Solution oriented and good collaborative problem solving abilities
- High IT literacy (experience in Word, Excel, PowerPoint)

Please note that we only accept application forms. Please do not send over your CV or cover letter as they will not be considered.