



## Job Description

Draft

<b>Job Title:</b>	Junior Safety Scientist
<b>Reporting To:</b>	Data Evaluation Manager
<b>Employee Name:</b>	
<b>Signature:</b>	
<b>Managers Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

### Job Purpose

To assist with the carrying out of essential pharmacovigilance related tasks on behalf of the Data Evaluation (DE) team at Panacea Pharma Projects Limited, and its clients, in compliance with Good Vigilance Practice (GVP).

This includes but is not limited to the review and write up of published studies, weekly literature reviews and the administrative tasks associated with global DE literature searching.

### Key Tasks

#### Technical

- 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



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### Skills Required

#### Technical Skills

- Awareness and understanding of the relevant pharmacovigilance legislation, directives and guidelines
- Proficient use of the EndNote library

#### Other Skills

- Data management skills
- Attention to detail
- Good communication skills