

# Patient Safety Administrator

Job ID  
REQ-10035868  
Jan 08, 2025  
Canada

## Summary

Location: Montreal or 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 Administrator 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.

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

Temporary position : 1 year contract

## About the Role

### Key responsibilities:

- Manage the collection and triage of adverse event reports from all sources of information for case processing
- Verification of correctness and compliance of documentation sent to Patient Safety Department
- Preparation and everyday distribution of respective Patient Safety (PS) documents.
- Support the development, update, and implementation of local procedures to ensure compliance with Patient Safety global procedures and national requirements.
- Interact and exchange relevant safety information with PS associates, other functional groups and third-party contractor, if applicable
- Perform reconciliation with other departments (e.g., Medical Information, Quality Assurance, and Third-party contractors, as applicable) for potential AEs resulting from medical inquiries, quality related complaints and other sources
- Prepare and submit KPI reports on compliance in a timely manner includes but not limited to the identification of root cause(s) for late reporting to <sup>LHA</sup>, development and implementation of corrective

action(s) as needed.

- Manage and maintain efficient Patient Safety filing and archiving system.

### **What you'll bring to the role:**

#### **Essential:**

- Bachelor in 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 Administrator

**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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Division

International

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

Facilities & Administration

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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