

Job Description



Position Title:	Clinical Operations Intern
Reports To:	Head of Clinical Support
Directorate:	Medical
Department:	Clinical Research (Pharma)
Location:	Abbotsford

Overview of Role:

The Clinical Research Department conducts R&D clinical trials across centers in Australia.

The role of the intern is to provide operational support to the clinical teams conducting these studies. In addition, the intern provides general administrative support to the general smooth running of the department.

Activities may include assisting with:

- Compilation of necessary trial documentation for submission to ethics and governance committees
- Collection of essential documents for study start up
- Ensure all trial documentation is complete and thorough internally
- Ensure that appropriate databases are kept up to date with trial information as required
- Assist with trial maintenance and close out activities
- Assist with project management of key activities within a study
- Experience the monitoring process including off site monitoring (and there may be opportunity to go to a site)
- Gain a hands on understanding of Good Clinical Practice (GCP), GSK Standard Operating Procedures, international and local regulations
- Observe and practice effective communication (written and verbal) with multiple stakeholders (Investigators, Site staff, Ethics/Governance and global GSK staff)
- Actively participate in the Quality Management processes within the department
- Involvement in projects related to process improvement
- Gain understanding of therapeutic areas and clinical research procedures by attending both core and on-going training sessions, reading relevant materials and by discussion with internal and external experts
- Build professional working skills by focusing on presentation, influence and building relationships with peers/colleagues and putting into practice organizational skills in a working environment.
- Develop understanding of the pharmaceutical environment
- Operate in a professional working environment.

Study Disciplines:

Biomedical or life sciences degree, Pharmacy

What sets your role apart/Unique selling point:



The Clinical Operations Intern role provides the opportunity to work as part of a large team in a dynamic, fast-paced, yet supportive environment. The intern will be involved in supporting the clinical trials being conducted across a range of therapeutic areas, as well as supporting many

operational and department projects. There are a large variety of tasks allocated to the intern- every day will be different!

This role provides the opportunity to work, interact and learn from our highly experienced and engaged team of Clinical Research Professionals. Our group also has a dedicated Clinical Quality and Training Manager who the intern works closely with. There is also interaction with global study teams, other departments within GSK Australia, as well as external stakeholders (eg. Principal Investigators, Study Co-ordinators, pharmacists).

This role provides a solid grounding for a career in Clinical Research or wider opportunities within the pharmaceutical industry.

2017 Highlight:

The 2017 Clinical Operations Intern has had the opportunity to be involved in the following projects, teams and activities which have provided a wide variety of insights into clinical research activities:

- **Roadmap Project Team**- an interactive platform summarising the end-to-end clinical research processes and activities.
- **Finance Project Team**- tasked with reviewing and improving the department's finance processes.
- **Business Process Review Team**- a team which reviews and advises on core business process documents.
- **Clinical Research Resilience Team**, which aims to increase the resilience, engagement and morale of the department through teamwork and fun activities.
- **Forms Governance Committee**- updating and reviewing forms used by the department

Required Skills:

- ☐ You must be in your penultimate/ultimate year of a Bachelors Degree in biomedical or life sciences
- ☐ Have an interest in pursuing a career in the pharmaceutical industry
- ☐ Strong passion and interest in the placement field
- ☐ Excellent interpersonal, written and verbal communication skills
- ☐ Initiative and an eagerness to learn
- ☐ Customer focus
- ☐ High attention to detail, rigour and process
- ☐ Excellent project management skills, in order to manage and prioritise multiple ongoing projects
- ☐ Demonstrated ability and desire to learn
- ☐ Teamwork, ability to build and maintain relationships
- ☐ Ability to quickly build strong internal & external networks
- ☐ Support change and innovation
- ☐ Strategic thinking and excellent problem solving skills

Role Description Reviewed			
Line Manager Name and Signature:		Date:	
Employee Name and Signature		Date:	