

## Non-interventional Program (NIP) Coordinator

Job ID: 00411420

### Job Function

Commercial Business Support

### Schedule

Full-time

### Location

United States-California  
South San Francisco

### Job type

Regular Employee

### Company/Division

Pharmaceutical

### Job Level

Experienced

## Who We Are

At the Roche Group, about 80,000 people across 150 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 30 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. The headquarters for Roche pharmaceutical operations in the United States, Genentech has multiple therapies on the market for cancer and other serious illnesses. Please take this opportunity to learn about Genentech, where we believe that our employees are our most important asset and are dedicated to remaining a great place to work.

## The Position

### Summary of Position:

The non-interventional program (NIP) Coordinator is the specific point of contact for requests regarding NIPs. The NIP Coordinator ensures that all NIPs conducted by Genentech are approved, tracked, and conducted in accordance with relevant regulations and company internal processes and procedures.

### Job Duties/Responsibilities:

- Liaison with the Business Units to ensure a proactive review and assessment of all proposed NIPs.
- Provide support to scope staff handling NIPs by answering questions or providing advice on good NIP practices as defined in laws & regulations, codes and internal guidelines & SOPs
- Ensure timely involvement of line management in case of violation of good NIP practices
- Create and maintain training for good NIP practices, regulations, codes and internal guidelines & SOPs

- Ensure scope staff awareness of ongoing changes to regulatory or local requirements, and new procedures and policies on NIPs. Co-ordinate in-house and external provider training by liaising with other departments, external trainers, or running courses, including functional orientation/induction program for new employees
- Identify the need for creating additional or updating existing SOPs or processes/working guidelines on good NIP practices
- Responsible for tracking of NIPs under their scope of responsibility into NIP database(s)
- Ensure each NIP has a program outline which details the nature of the program and safety data collection and reporting processes
- Proactively report concerns/issues to the NIP Coordinator Lead to ensure compliance with safety SAE and non-serious AE reporting requirements are met
- Ensure a quality control and reconciliation process is in place for on-going NIPs and conduct a NIP risk assessment at least once a year as per global SOP(s)
- Liaise with other NIP coordinators and be a proactive member of the global NIP network (identify new NIP requirements, develop preventive and corrective measures against NIP risks, maintain and promote good NIP practices across GPS and affiliates)

## **Who You Are**

### **Competencies Identified for Success:**

- Works effectively as a team member and promotes collaboration
- Demonstrates initiative and accountability
- Strong organizational and project management skills
- Confident decision maker
- Networking, influencing, and interpersonal skills
- Excellent communication skills, both written and verbal

### **Education, Experience, and Other Requirements:**

- Bachelor Degree, preferably in a health or life science related area
- Minimum 3 years of experience in the pharmaceutical industry, preferably in a drug safety department
- Experience working in a matrix organization

Genentech is an Equal Opportunity Employer.