

# Internship Program Form

<b>Division/Department:</b> Sourcing & Supply Chain department	<b>Team:</b> Quality Assurance Team
<b>Team/Budget Centre:</b>	<b>Date Submitted:</b> 21 May 2019
<b>Team Manager Name:</b> Alain PRAT	<b>Signature:</b>
<b>HR BP Name:</b>	<b>Signature:</b>

<b>Internship Request Information</b>
<p>Purpose and objectives of the internship request:</p> <ul style="list-style-type: none"> <li>• Identification, collection and organization in a logical manner of the quality and regulatory information of products</li> <li>• Updated information should facilitate decision making for Recipients/Procurement Agencies to select health commodities eligible as per GF QA Policies.</li> </ul>
<p>Link Purpose and Objective of the Internship to 2019 Budget Priorities:</p> <ul style="list-style-type: none"> <li>• This work will support the on-going work on Item Master Data engaged between Sourcing department and IT</li> </ul>
<p>List the 3 key task(s) required to be undertaken by the Intern:</p> <ul style="list-style-type: none"> <li>• Identify, collect and organize the quality documentation related on the products and manufacturers currently maintained by QA Team</li> <li>• categorize the different types of information, suggest to delete and/or to collect new type of information</li> <li>• Re-Organize the data collected as per the agree logical framework</li> </ul>
<p>Highlight the skills/knowledge/experience that will be developed by the intern:</p> <ul style="list-style-type: none"> <li>• Increased knowledge of the pharmaceutical sector for global market</li> <li>• Increased knowledge on medicines regulation, quality assurance principles and regulatory processes for authorizing products / manufacturers</li> </ul>
<p>Key milestones and deliverables:</p> <ul style="list-style-type: none"> <li>• Documentation centralized and organized by manufacturer/by products</li> <li>• Typology of information identified e.g. product related, manufacturer related, ...</li> <li>• Information organized following the agreed clarification</li> </ul>
<p>Expected benefits to the organization:</p> <ul style="list-style-type: none"> <li>• Information will be easier to locate and retrieve</li> <li>• Data mining and Trend analysis should be facilitated.</li> </ul> <p><i>Briefly describe how your internship program will utilize "talent in the making" for a project or program that needs assistance.</i></p>

<b>Supervisor Support</b>	
Outline the training & support that will be provided and how two-way feedback will be administered: <ul style="list-style-type: none"> <li>• Training on GF QA Policy, requirements and guidelines</li> <li>• Training on SharePoint</li> </ul>	
Name of Supervisor: Alain PRAT	Hours per week: 1 hour
<b>Intern Requirements</b>	
<ul style="list-style-type: none"> <li>▪ Studying as a Bachelor of Science in Pharmaceutical Science for at least 2 or 3 years;</li> <li>▪ Limited experience / exposure to designing, manufacturing / testing / regulating pharmaceuticals;</li> <li>▪ Knowledge in Basic IT tools such as outlook/word/excel. Limited experience in Database management would be ideal</li> <li>▪ English or French;</li> </ul>	
<b>Intern Information</b>	
<ul style="list-style-type: none"> <li>▪ The intern should come from a University on pharmaceutical matter</li> <li>▪ If yes, when would this person be ready to join?</li> </ul>	
<b>Agreement</b>	
<p>The <b>requesting supervisor</b> is expected to commit to the following principles:</p> <p><b>Provide Training, Supervision to the Intern</b> <i>Provide adequate staff resources to train support and supervise interns as well as assigning a mentor to guide students through the internship experience.</i></p> <p><b>Provide Opportunities for Interns to Learn</b> <i>Create quality and meaningful work assignments designed to help post-graduate and graduate students learn and gain knowledge in the Global Health field.</i></p> <p><b>Develop Learning &amp; Task Objectives</b> <i>Provide the intern with SMART written objectives, outlining tasks and responsibilities of the internship.</i></p> <p><b>Provide Intern with Ongoing Feedback</b> <i>Offer verbal or written feedback throughout the internship and provide the intern with an opportunity to provide feedback to the supervisor.</i></p> <p><b>Provide the facilities &amp; tools</b> <i>Ensure the space and equipment required to accommodate your intern is in place and available.</i></p>	

## Next Steps

Please provide this completed form to your nominated internship contact in the business for approval.

Once approved in the business please send the information to the following email address: