



School of Pharmaceutical Management

MBA Pharmaceutical Management

Batch-11 (2019-2021)

Human Resource Management

Term Examination

1 Year

March 2020

Time - 3 Hour

MM-50

The question paper contains 3 printed pages.

Q. 1. Explain your dream job under following subheads (it should not be same as any of the fictious jobs created in class simulation) 15

- a) Job Context
- b) Job Description (Tasks Duties and Responsibilities- atleast 7 **NOT** including *designation, location, terms of reference, reporting relations etc*)
- c) Job Specifications (Abilities, Attitudes, Knowledge and Skills – atleast 4)

Questions 2-5 are based on jobs retrieved from Naukri.com given on page 2 and 3. Select any one job and answer the following questions in context of the selected job.

Attempt any 2 questions out of 2-5

10x2=20

- Q.2 Propose a three step selection system for the job advertised in addition to CV screening.
- Q.3 Attempt calculating the money worth of the job through any one method justifying your choice of method
- Q.4 Propose five qualitative indicators (along with type of measurement scale) and three quantitative indicators for measuring annual performance of Job holder
- Q.5 Propose a one week induction/orientation programme for the person joining this job specially keeping in mind job description.

Q. 6 Write short notes on any three

5x3=15

- a) Contemporary issues in Human Resource Planning with reference to Pharmaceutical Industry (any two issues)
- b) Any Five components of compensation in Pharmaceutical Industry
- c) Succession Planning
- d) Any two methods of Learning and Development
- e) Any two instruments of Industrial Relations

¹Life Science Graduates/ Pharma Graduates/ Medical Transcriptionist

Inventurus Knowledge Solutions Private Limited

About Company

IKS Health is the only integrated solution that enables enterprise healthcare organizations to achieve superior financial and clinical outcomes while also empowering them to grow successfully, operate efficiently, and navigate industry change. IKS Margin, IKS Practice, and IKS CARE solutions leverage the provider organizations existing technology investments to deliver industry leading results across the practice continuum. IKS Health maximizes revenue and expands margins, eases provider burden while reducing costs, and enables organizations to scale profitably.

What We Offer

IKS Health offers customers a Fully Integrated Revenue Management (FIRM) solution that includes - financial solutions (including revenue generation, revenue capture, revenue collection, and revenue protection); technology solutions (including software, implementation, training, and support); clinical solutions (coding, compliance review, utilization review and other services that utilize trained doctors in India) and analytics solutions.

What distinguish IKS Health from others are our healthcare expertise; understanding of customers' business requirements; technology expertise; and our analytics/business intelligence capabilities. Our team includes medical doctors, healthcare professionals who have managed clinical practices, management consultants, revenue cycle professionals, and technology practitioners. We are a privately held company that is funded and supported by one of Asia's leading investors.

The IKS Health Mission

Our mission is to enable healthcare providers to succeed financially, operate efficiently, and provide excellent care to patients and populations. IKS Health services allow our clients to grow effectively and navigate industry changes successfully.

Job description

Location: Airoli, Mindspace, Navi Mumbai

Please Note: Night Shift compulsory, Shift Timing 10:00PM-7:00AM any 9 hrs

1. Listen to and comprehend patient physician interactions, develop an impression about the clinical condition and document plan of action
2. Create and summarize findings and insights into highly structured clinical notes with sections such as history of present illness, review of systems, physical examination, plan details, etc.
3. Populate the summarized data in the electronic health record.
4. Measure and manage chart note quality using documentation norms and physician preferences.

Role Documentation/Medical Writing

Industry Type Medical / Healthcare / Hospitals

Functional Area Medical, Healthcare, R&D, Pharmaceuticals, Biotechnology

Employment Type Full Time, Permanent

Role Category Drug Regulatory Affairs/Documentation

Education

UG :B.Sc in Home science, Bio-Chemistry, Biology, Microbiology, Nursing, Chemistry, Zoology, B.Pharmaceuticals in Pharmacy

¹ Naukri.com. (2020). *Naukri reCAPTCHA*. [online] Available at: https://www.naukri.com/job-listings-Life-Science-Graduates-Pharma-Graduates-Medical-Transcriptionist-Inventurus-Knowledge-Solutions-Private-Limited-Navi-Mumbai-0-to-5-years-030220002739?src=seo_srp&sid=1582619353332&xp=2&px=1 [Accessed and adapted 25 Feb. 2020].

PG :MS/M.Sc(Science) in Nursing, Chemistry, Zoology, Home science, Bio-Chemistry, Biotechnology, Biology, Microbiology, Organic Chemistry

Doctorate :Any Doctorate in Any Specialization, Doctorate Not Required

Key Skills : medical transcription, m.pharma, Life sciences, b.pharma, Clinical Data, healthcare

²Export Coordinator | Logistics Executive | Pharma | Excipients

Sudeep Pharma Private Limited

Sudeep Pharma Pvt. Ltd. established in 1989, recognized as India's largest manufacturer of various mineral-based pharmaceutical excipients and food fortificants. In 2015, Sudeep entered into a joint venture agreement with a leading German pharmaceutical manufacturer as part of its global growth strategy. Catering to the needs of pharma and food customers, our products are well recognized and accepted globally by over 900+ customers across 50 countries. Our Pharma Excipients portfolio includes: fillers, lubricants, antacids, and supplements.

Our 6 manufacturing facilities with 25,000MT capacity are all accredited with WHO-cGMP, EXCiPACT, ISO 9001-2015, FSSC 22000, and HACCP, GMP, FSSC 22K, Halal & Kosher certified, and also holds US DMF for Di Calcium Phosphate Anhydrous, Di Calcium Phosphate Dihydrate & Tri Calcium Phosphate.

Additionally, we hold CEP & WC (written confirmation) for Calcium Carbonate. Tech Pack in eCTD format is available for all our products.

Job description

Job Description:

- To prepare sample documents,
- To follow-up with customers across all continents for Enquiry, Quotation and sample updates.
- Maintaining the updates in MIS
- Ensure that all documentation is accurate and complete.
- Co-ordination with the customer regarding shipment.
- Co-ordination with Q.A. /Q.C department regarding Quality issues.

Candidate Profile:

- 1-3 year experience required
- Fluency in English must
- Excellent Communication & Coordination skills.
- Ability to multi-task and function under pressure.
- Should be flexible and proactive approach to workload.

Industry Type [Pharma / Biotech / Clinical Research](#)

Functional Area [Other](#)

Employment Type Full Time, Permanent

Role Category Other

Education

UG :Any Graduate in Any Specialization

PG :Any Postgraduate in Any Specialization

Doctorate :Doctorate Not Required

Key Skills :shipment supply chain coordination skills supply chain management logistics SCM export

² Naukri.com. (2020). *Naukri reCAPTCHA*. [online] Available at: https://www.naukri.com/job-listings-Export-Coordinator-Logistics-Executive-Pharma-Excipients-Sudeep-Pharma-Private-Limited-Vadodara-1-to-3-years-120220004270?src=seo_srp&sid=1582619353332&xp=8&px=1 [Accessed and adapted 25 Feb. 2020].