

A week in the life of a...

RESEARCH ANALYST

Lyon Office

Key tasks for the week ahead

- ✓ Write the newsletter for the marketing team
- ✓ Prepare for interviews
- ✓ Ensure smooth running of survey process
- ✓ Attend team meetings to make sure the projects are up to date

Monday

After checking my emails, I start the day with a pilot interview for a qualitative study. To prepare, I gathered the relevant documents and the discussion guide in order to make important notes about the interview.

The day continued with four more interviews with physicians through an online application. Each interview took approximately 75 minutes, and **I was in charge of taking notes during the first half of the interview.** Although the day was quite long, it was very exciting to attend the interviews and hear directly from the respondents in our research.

Tuesday

I travelled into the office today* and attended a number of meetings including a project catch-up and debriefs regarding yesterday's interviews. One of my key responsibilities as a Research Analyst is to make sure my projects run smoothly and keep continuous communication with my team, freelancers, and agencies.

We recently launched a survey in the UK market which I ensured ran smoothly to allow for future launches in foreign markets. The day ended by filling in all relevant files to update project teams regarding progress. **Teamwork is key in this role!**

***At Research Partnership we offer hybrid working across all global offices**





Wednesday



This month, the team in the **Lyon office was nominated to produce the monthly internal newsletter**, so I was tasked with creating the content. The newsletter consists of a variety of updates from all Research Partnership offices in Europe, the US and Singapore. I enjoyed gathering the information and working with new teams to produce the content whilst working with the marketing team.

*The rest of the day consisted of designing slides and creating graphs for project reports**. My skills in PowerPoint are constantly improving, however, if I have any questions the rest of the team are always on hand to support and offer advice, which is greatly appreciated.

**As an RA you will work on 2-3 projects concurrently on a daily basis offering a variety of work*

Thursday



The morning consisted of interviewing two Japanese physicians for one of our projects. It was **very interesting to listen to the interviews and learn how patients and physicians have varying approaches across different markets**. In market research, it is important to be aware of how respondent views can differ across markets, which can help the project teams create integral insights for our client reports.

Since I started at Research Partnership, *I have greatly appreciated the available support and training**. In this afternoon I had a catch-up with my line manager. These meetings are extremely useful as we go through my current workload, and she provides me with advice about how I can improve and manage my projects in the most effective way.

After work, the team gathered for a few casual drinks in a local bar to celebrate the approaching weekend.

**At Research Partnership we provide a comprehensive training and development programme for all staff*

Friday



On Fridays, I work from home, which I really enjoy as it allows me to seamlessly ease into the weekend.

In addition to my regular tasks, I looked at the open-ended questions from the interviews that were conducted during the week and **reported any adverse events*** to the client. Every Friday, the project team sends an update to clients on each project, so they can see progress from the week and the next steps. It is my job as a Research Analyst to fill in the information for these updates and send them to the client.

At the end of the day, I checked my to-do list, to ensure all necessary tasks were complete. It is important to be organised, as it means I can start the next week knowing I have everything under control.

**An adverse event is a side effect from a medication. This includes any untoward medical occurrence in a patient, or clinical trial participant receiving a medicine, which does not necessarily have a causal relationship with this treatment*



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