

## Job Description

# Summer Intern – Clinical Affairs (Project Management Support)

**Location:** Europe (Remote)

**Department:** Clinical Affairs

**Reports to:** EU Project & Program Manager

**Duration:** Summer Internship (Full-time)

## About Insightec

**Insightec** is a fast-growing medical technology company on a mission to transform patient care through innovative, incisionless surgery. We use advanced focused-ultrasound technology to help patients around the world access treatments that are safer, less invasive, and life-changing.

As an intern, you'll join a global team of people who are passionate about improving healthcare. Our culture is open, collaborative, and driven by our core values: Our Patients, Integrity, Team, Quality, and Innovation.

At Insightec, every voice matters—including yours. You'll be encouraged to share ideas, learn from experts, and contribute to meaningful projects that support real clinical research.

This internship is in partnership with the Focused Ultrasound Foundation (FUSF), a medical research, education, and patient advocacy organization based in Charlottesville, Virginia.

## About the Role

Insightec is seeking a motivated and detail-oriented **Summer Intern** to support the Clinical Affairs team, with a focus on project management activities across investigator-initiated trials (IITs), post-market clinical studies, and cross-functional initiatives. This is a hands-on opportunity to gain experience in medical device clinical research, quality documentation, and study operations within a fast-growing neuro-technology environment.

## Key Responsibilities

### Investigator-Initiated Trials (IITs)

- Collaborate with the EU Project and Program Manager to:
  - Complete the IIT overview and identify missing or incomplete documentation.
  - Build and organize study files for IITs approved by the Research Committee, beginning with the most recently approved studies and working backward.

### Post-Market Clinical Studies

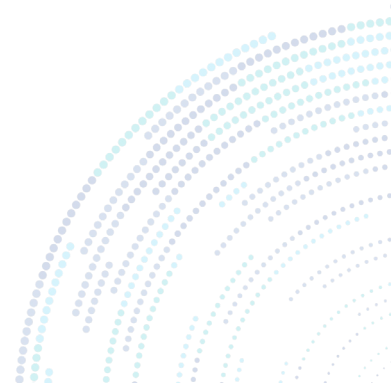
- Support ongoing studies by:
  - Managing translation processes for Informed Consent Forms with the translation vendor.
  - Overseeing insurance statement collection and confirmation for study sites.

### Trial Master File (TMF) Management

- File documents received from study sites into the eTMF.
- Conduct quality checks, completeness assessments, and version control verification.

### Study Status & Reporting

- Assist in preparing and updating study status summaries, including:
  - Enrollment progress
  - Site status updates
  - Imaging data collection status
- Support the creation of materials for monthly Investigator Meeting calls.





### Tracking & Documentation

- Maintain and update study trackers such as:
  - Patient enrollment and follow-up logs
  - Site-level quality documentation trackers

### Cross-Functional Collaboration

- Participate in meetings with Clinical Applications and Medical Affairs.
- Support continuous improvement initiatives and operational activities across departments.

### Quality & Compliance

- Operate in accordance with Insighttec's Quality Policy, relevant procedures, and applicable privacy and safety guidelines.

## What You Bring

### Minimum Qualifications

- Current undergraduate student in a Life Sciences field (e.g., biology, biomedical sciences, neuroscience, or public health).
- Strong proficiency with Microsoft Word, Excel, and PowerPoint.
- Fluent in English (verbal and written).
- Strong attention to detail
- Interest in Clinical Affairs and Quality Assurance.
- Interest in medical device clinical research and regulatory frameworks.

### Preferred Qualifications

- Familiarity with neuroscience or movement disorders.
- Understanding of clinical research terminology and Good Clinical Practice (GCP) principles.
- Prior coursework or exposure to medical device regulations is a plus.

## What We Offer

- Hands-on exposure to real-world clinical research operations.
- Opportunity to collaborate with cross-functional experts in a cutting-edge medical device company.
- Experience with quality systems, study documentation, and clinical trial management processes.
- A meaningful internship where your work directly contributes to advancing innovative treatments for neurological disorders.

## Application Instructions

- Please submit a statement of interest and resume or CV to: [industryinternship@fusfoundation.org](mailto:industryinternship@fusfoundation.org)
- Subject line: *Summer 2026 Internship Application –Insightec EU*
- Application deadline: April 21, 2026

