

**Pharmaceutical
Research Centre**

JOB DESCRIPTION

NAME: LOUISA STAFFORD

TITLE: TECHNICIAN

IMMEDIATE SUPERVISOR: D MCINTY

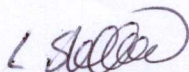
PRINCIPAL OBJECTIVES:

To provide sound, consistent scientific procedures during the testing of studies for regulatory submission and to generally assist with the development of the company testing strategy.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Carry out the scientific techniques and make recommendation to management.
2. Make sure scientific procedures are performed to GLP, GMP and GCP and notify any changes which are needed to meet current MHRA, client, and company expectations and report to management.
3. Review study documentation and facility records to ensure that schedules are fully and routinely completed. Determine the cause of any omissions and liase with management to avoid recurrence.
4. To help identify any ongoing training needs by liasing with technical staff as necessary, and by reviewing study documentation and facility records.
5. Maintain an awareness of current technical procedure and process.
6. Overtime may be required in response to workload demands.

SIGNED:

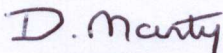


L STAFFORD
TECHNICIAN

DATE:

03/04/00

SIGNED:



D MCINTY
SUPERVISOR

DATE:

03/04/00

**Pharmaceutical
Research Centre**

C U R R I C U L U M V I T A E

NAME: Louisa Stafford

PRESENT POSITION: Technician
(03 April 2000) Research Laboratories Limited
Nottingham Science Park,
Nottingham
NG1 2AA

Conduct testing of GLP, GMP and GCP studies in accordance with the UK regulations, and to contribute to information used by management to enhance the company's operation.

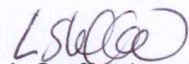
EDUCATION:

1990 – 1991	University of Manchester Institute of Science & Technology MSc Pharmaceutical chemistry
1988 – 1990	University of Wales BSc (Hons) Chemistry
1986 – 1988	New College A Level: Chemistry, Physics and Biology
1981 – 1986	Celandine Nook High School O level: Chemistry, Physics, Geography, Geology, Biology, Maths, English, Computer Studies, Graphics and Electronics

PROFESSIONAL MEMBERSHIPS:

Member of the Royal society of Chemistry

SIGNED:


L Stafford
TECHNICIAN

DATE:

03/04/00

INITIALLED:

LS

**Pharmaceutical
Research Centre**

LOUISA STAFFORD

TRAINING AND COMPETENCE RECORDS

**Pharmaceutical
Research Centre**

REASSESSMENT OF GENERAL COMPETENCE

LOUISA STAFFORD

The training and competence records for the named person above have been reviewed on the dates given. Any areas in which competence has lapsed or retraining required has been indicated in the records, otherwise the named person is confirmed as competent in all areas in which they are currently recorded as trained.

REVIEWER	REVIEWEE	DATE
D. Manty	L. Stafford	04/06/01
~~Brown~~	L. Stafford	15/05/02
H. Neal	L. Stafford	14/04/03
H. Neal	L. Stafford	14/05/04
D. Manty	L. Stafford	14/04/05

Pharmaceutical Research Centre

NAME: CHARLIE BLACK	
POSITION: TECHNICIAN	
PROCEDURE	
Principles of Good Laboratory Practice, Good Clinical Practice & Good Manufacturing Practice	
Reason for, and brief history of, GLP, GCP & GMP	
Nature & purpose of Protocols/Study Plans	
Nature & purpose of Raw (original) data, data notes	
Nature & purpose of SOPs	
Study Director/ Quality Assurance/ Archive	
When Things Go Wrong	
National GLP, GCP & GMP Monitoring	
Statutory Instruments	

TRAINING START DATE	SUPERVISED BY	TRAINING COMPLETION DATE	SUPERVISED BY	TRAINEE ACCEPTANCE	REFERENCE SOP/STM NUMBER
03/04/2000	D. Mearby	03/04/2000	D. Mearby	L. Sallie	
03/04/2000	D. Mearby	05/04/2000	D. Mearby	L. Sallie	
03/04/2000	D. Mearby	03/04/2000	D. Mearby	L. Sallie	
03/04/2000	D. Mearby	03/04/2000	D. Mearby	L. Sallie	
04/04/2000	D. Mearby	05/04/2000	D. Mearby	L. Sallie	
04/04/2000	D. Mearby	04/04/2000	D. Mearby	L. Sallie	
03/04/2000	D. Mearby	03/04/2000	D. Mearby	L. Sallie	
03/04/2000	D. Mearby	03/04/2000	D. Mearby	L. Sallie	
03/04/2000	D. Mearby	03/04/2000	D. Mearby	L. Sallie	

Pharmaceutical Research Centre

NAME: CHARLIE BLACK	
POSITION: TECHNICIAN	
PROCEDURE	
Handling of Test Items for GLP, GCP & GMP	
Health & Safety in a Laboratory Environment	
Accident Awareness & Preparedness	
Dosing of Test Items	
Sterility in a Clinical Environment	
Improving Quality in Manufacture	
Corporate Induction	
Working in a Contained Environment	

TRAINING START DATE	SUPERVISED BY	TRAINING COMPLETION DATE	SUPERVISED BY	TRAINEE ACCEPTANCE	REFERENCE SOP/STM NUMBER
05/04/2000	D. Manty	14/04/2000	D. Manty	L. Sullee	
06/04/2000	D. Manty	08/04/2000	D. Manty	L. Sullee	
09/05/2000	D. Manty	09/05/2000	D. Manty	L. Sullee	
07/04/2000	D. Manty	10/04/2000	D. Manty	L. Sullee	
17/04/2000	D. Manty	21/04/2000	D. Manty	L. Sullee	
24/04/2000	D. Manty	28/04/2000	D. Manty	L. Sullee	
27/04/2000	D. Manty	01/05/2000	D. Manty	L. Sullee	
02/05/2000	D. Manty	04/06/2000	D. Manty	L. Sullee	