MedPharm Ltd
Job Description

Job Title:	Quality Control Scientist
Location:	MedPharm Limited, Guildford, UK
Report to:	Senior Quality Control Scientist / Head of Quality Control

Main purpose of job

- To perform QC analysis in clinical and stability studies in compliance with MedPharm SOPs and GxP guidelines including EudraLex Vol 4 and 2003/94/EC.
- To author QC / GxP documentation.

Significant internal and external relationships

- Quality Control Team Members
- Head of Quality Control
- Quality Assurance
- Production

Responsibilities

1. To perform analysis of raw materials, clinical material and stability samples in compliance with MedPharm SOPs and GxP guidelines including EudraLex Vol 4 and 2003/94/EC.
2. To assist in the smooth running of the QC laboratories in line with GxP guidelines.
3. To liaise with QC scientists and provide a schedule for the QC workload.
4. To actively participate in the upkeep of the QC laboratory and the equipment within in alignment with the MedPharm validation policy and plans.
5. To ensure that all QC documentation, computer data and records are completed and stored appropriately in accordance with MedPharm SOPs and data integrity best practices.
6. To author QC / GxP documentation according to MedPharm SOPs and GxP guidelines (includes but is not limited to specifications, certificate of analysis, protocols, methods, SOPs, laboratory notebooks, chromatographic data, study reports)
7. To raise and execute Quality Records including laboratory investigations (OOS / OOT) and deviations and ensure completion in a timely manner.
8. To provide training and technical input to other members of QC where competent and considered a subject matter expert.
9. To adhere to MedPharm SOPs at all times.
10. To adhere to MedPharm Health &Safety policy and COSHH regulations at all times and ensure the safety of others in any procedures or tasks performed.
11. To liaise, manage and collaborate with suppliers and contractors when required.
12. To actively adhere to the personal training plan and continue personal professional development with role.

Education	• Life Sciences degree
Experience	• Analytical chemistry laboratory experience with a working knowledge of GMP standards
Personal Attributes	• Conscientious • Team player • Adaptable • Well organised • Good communication skills • Positive attitude • Works well under pressure