CURRICULUM VITAE

NAME: Debbie Jordan

DATE OF BIRTH: 30th June 1964

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EDUCATIONAL QUALIFICATIONS

1990 - 1992 Diploma in Clinical Science, University of Wales, Cardiff.

Two year part-time course. Subjects studied: Adverse Drug Reactions, Clinical Trials Methodology, Ethics, Pharmacology, Regulatory Affairs, Statistics, Toxicology and Therapeutics. Final year thesis: The problems of conducting clinical trials in children.

1982 - 1986 Greenwich University (formerly Thames Polytechnic), Woolwich, London.

BSc (Honours) Applied Biology - First Class

Subjects studied: Animal Physiology, Biochemistry, Cell Biology, Chemistry, Ecology, Genetics, General/Business Studies, Microbiology, Plant Physiology, Statistics with Computing. Final year specialist subjects: Cancer and Endocrinology, Ecology, Neurobiology, Stress Physiology.

PROFESSIONAL QUALIFICATIONS

1996 - 2000 European Medical Writers Association Professional Development Programme: Multidisciplinary certificate in Medical Writing.
Credits obtained in: paragraphing, comprehension, tables and graphs, punctuation, project management, statistics, biomedical papers, clinical trial reports, bibliographic resources.

March 1991 Member of the Institute of Biology (MIBiol) and Chartered Biologist (CBiol).

EMPLOYMENT DETAILS

Mar 1999 - present **Consultant providing Medical Writing and Clinical Research Services**

Role: Writing Phase I-IV regulatory documents (protocols, study reports, investigator brochures, clinical summaries/overviews etc.), journal manuscripts, slide kits and other marketing material. Carrying out QC checks of documents and review/coding of data. Development and updating of SOPs. Providing training on all aspects of the pharmaceutical industry.

Dec 1996 - Mar 1999 **Manager, Medical Communications Group, ClinTrials Research, Maidenhead, Berks**

Role: Managing all aspects of the Medical Communications Group. Ensuring contracts completed on time and within budget and high quality work produced. Managing the Case Report Form design function. Development of Standard Operating Procedures and standard templates for medical writing as well as general company templates. Generating new business for the Medical Communications Group. Deputising for the Director of Medical and Regulatory Affairs.

Man Management: Six medical writers and one administrator/form designer across two locations.

May 1996 - Dec 1996 **Technical Head, Medical Writing Group, ClinTrials Research, Maidenhead, Berks**

Role: Writing protocols, clinical study reports, publications, investigator brochures, etc. Determining resources for new projects and providing input into budgets. Providing technical advice to other writers. Managing projects, resources and budgets for the group. Business development activities.

Man Management: Two medical writers.

Aug 1995 - May 1996 **Medical Writer, ClinTrials Research Ltd, Maidenhead, Berks.**

Role: Writing protocols and clinical study reports according to client's requirements. Managing hours and budgets for individual assigned tasks.

Feb 1992 - Aug 1995 **Clinical Investigations Manager, Cyanamid European Clinical Data Centre, Richmond, Surrey.**

Role: Project manager/team leader for three antibiotic programmes and one oncology programme across 12 countries. Manager of European Records and Information Centre (archive centre). Role involved project planning/tracking, acting as contact point for field CRAs, writing protocols, study reports, expert reports and journal manuscripts, Case Report Form design and reviewing computer tables. Responsible for training in study specific procedures, GCP and Total Quality Management. Member of process improvement team.

Man Management: One CRA and five clerical staff.

Aug 1991 - Feb 1992 **Regional Clinical Research Associate (Far East), Cyanamid European Clinical Data Centre, Richmond, Surrey.**

Role: Co-ordinating clinical trials in the Far East, including liaison with field CRAs, monitoring Case Report Forms, writing protocols, reports and manuscripts, and review of computer data. I was also involved in compiling two regulatory submission packages.

Oct 1990 - Aug 1991 **Clinical Research Associate, Cyanamid European Clinical Data Centre, Richmond, Surrey.**

Role: Providing support to the Clinical Investigations Managers in co-ordinating antibiotic, oncology and pain relief trials. This involved monitoring Case Report Forms, helping to write protocols, reports and summary documents, review of computer data and organisation and maintenance of study files. In addition, I was responsible for organising clinical drug supplies.

Mar 1989 - Oct 1990 **Clinical Research Assistant, Cyanamid European Clinical Data Centre, Richmond, Surrey.**

Role: Providing support for clinical and data staff by reviewing Case Report Forms and computer data.

Sep 1986 - Jan 1989 **Post-graduate research post, Forestry Commission/Queen Mary College, University of London.**

Role: Investigation into the effects of stress on the physiology and behaviour of red and grey squirrels with a view to establishing a red squirrel re-introduction programme. This work involved behavioural monitoring, laboratory analysis of blood samples, practical fieldwork and writing reports and presentation of research findings.

Sep 1984 - Sep 1985 **Industrial placement year as part of degree course. Ministry of Agriculture, Fisheries and Food, Guildford, Surrey.**

Role: Identifying and recording the incidence of bird collisions with military and civilian aircraft. This involved behavioural monitoring and laboratory analysis of feather samples, as well as writing reports on my research work.

OTHER INFORMATION

I am a member of the Institute of Clinical Research (ICR) and the European Medical Writers Association (EMWA). I served on the executive committee of EMWA for two years between 1997 and 1999 and am currently a trainer for several EMWA courses.

I have attended a wide variety of training courses covering topics such as: project management, problem solving, counselling, interviewing, report writing, time management and presentation skills. I have also attended therapeutic area training courses in antibiotics, oncology, CNS, haematology and cytokines.

I hold a full driving licence.

PUBLICATIONS

Jordan, D (2008). Get more time out of your day. The Write Stuff (The journal of the European Medical Writers Association) 17(3):121-123.

Jordan D, Brooks L (2001). Urology devices and diagnostics: market dynamics and opportunities. Clinica Reports CBS885. PJB Publications Ltd.

Rosenberg RM, Jordan DJ (1998). How to save a failing clinical trial. Good Clinical Practice Journal 5: (4)

Smith C, Jordan DJ et al (1998). Clinical Trials of Antibacterial Agents: A Practical Guide to Design and Analysis. Journal of Antimicrobial Chemotherapy 41 (4): 467-480

Rosenberg RM, Jordan DJ (1997). Sponsors and CRO's - Does the Preferred Partner Relationship Offer any Advantages. International Journal of Pharmaceutical Medicine 11: 255-258

Jordan DJ (1992). A Review of the Problems of Conducting Clinical Trials in Children. Thesis for Diploma in Clinical Science course.

Jordan DJ (nee Inkpin) (1988). Re-introducing Red Squirrels: The Stress Factor. Forestry Commission Report on Forest Research: 75-7

Jordan DJ (nee Inkpin) (1987). The Effects of Stress on the Behaviour and Physiology of Red Squirrels. Forestry Commission Report on Forest Research: 78

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