# PERSONNEL FILE

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| **Document number** | 2.02.001 |
| **Version** | 1.0 |
| **Category** | Resource Management |
| **Sub-category** | Personnel |

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| **Authored by** | *Swiss Biobanking Platform* |
|  |
| **Effective date** |  |

## JOB DESCRIPTION

**Position title:** sdf

**Department:**

**Location:**

## ROLES AND RESPONSIBILTIES

**Role/s:** Describe the principal purposes and tasks of the position

**Responsibilities:** Include all responsibilities

## EDUCATION

|  |  |  |
| --- | --- | --- |
| **Diplomas and certifications** | **Date** | **Location** |
|  |  |  |

## TRAINING RECORDS

|  |  |  |
| --- | --- | --- |
| Training already carried out | Date of training | Trainer |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Scheduled training** | **Date of training** | **Trainer** |
|  |  |  |

## REVISION HISTORY

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| --- | --- | --- | --- |
| **Document number** | **Effective date** | **Author** | **Details of revision** |
| 2.02.001 |  | SBP | Initial release |