Reference: 016-24

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Graduate in Pharmacy -

The Institute

The Biomedical Research Institute of Lleida Fundació Dr. Pifarré (IRBLleida) was established with the aim of creating synergies between basic, clinical and epidemiological research, making biomedical research a key driver to improve current clinical practice. IRBLleida covers a chain of translational research, from basic research, aimed at understanding the physiological and pathological mechanisms of the human body, to research that studies the behavior of diseases in large population groups.

The Biomedical Research Institute of Lleida (IRBLleida) was founded in 2004 through a cooperation agreement between the University of Lleida (UdL) and the Catalan Healthcare system. IRBLleida integrates research groups of the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups from:

1. The Catalan Health Institute (ICS) both at the hospital level (Arnau de Vilanova University Hospital - HUAV) and the primary healthcare of Lleida and the Alt Pirineu-Aran Health Region,
2. The healthcare provider Gestió de Serveis Sanitaris (GSS; Santa María University Hospital - HUSM, Pallars Regional Hospital and Mental Health, among others).

IRBLleida has been a CERCA institute since 2013, and as such is organized according to a model of good governance and operation that ensures efficiency, management flexibility, talent recruitment and promotion, strategic planning and executive capacity. It is also one of the 34 Spanish Health Research Institute (IIS) recognized by the Carlos III Health Institute and the Government of the Generalitat, as established by Law 16/2003, of 28 May, on the cohesion and quality of the national health system.

In December 2014, the Lleida Biomedical Research Institute's received the 'HR Excellence in Research' logo from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter

and Code).

Please, check out our Recruitment Policy

Professional profile of the person hired:

- Senior Research Technician G2

Requirements (excluding applications that do not complete this section):

- Degree in Pharmacy

These requirements must be met at the beginning of participation in the program.

Context and tasks to be developed:

The selected person will join the Pharmacoepidemiology and Pharmacodynamics research group and will carry out the following tasks, described in Good Clinical Practice, related to the study drugs, guaranteeing the correct use of all of them within each of the protocols:

- Review the study protocols, assessing the involvement of the Pharmacy Service.
- Attend to the study monitors and staff from the selection visits to the closing visits.
- Develop general standard operating procedures for the pharmacy clinical trials area.
- Develop specific procedures for each clinical trial.
- Enter oncology treatment schedules into the FARMIS programme.
- Prepare preparation sheets for oral/ev/sc treatments requiring special packaging/masking or preparation.
- Receive trial medication.
- Store and identify medication correctly.
- Dispense trial medication to patients by providing pharmaceutical care to the patient or to staff involved in the different studies in some cases.
- Reviewing returns and calculating patient compliance with oral medications.
- Manage visits in the trial diary of the electronic medical record (SAP).
- Stock control: remove expired medication, re-label and destroy used or unused medication.
- Maintain the necessary documents for each study, requesting: probe calibration certificates, destruction documents, Good Clinical Practice certificates, CVs, etc.
- Maintenance of activity indicators in the area of clinical trials in pharmacy.

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Desirable but not required/ Nice to have

- Demonstrable experience in the field of clinical trial pharmacy at hospital level.
- Scientific and clinical English.
- Master's degree related to the scientific field.
- Demonstrable experience in ICS patient management programmes: SAP and in clinical trial medication management programmes: FUNDANET.

The Offer – Working Conditions

- Type of contract: Indefinite
- Expected start date: November 2023
- Workday: Full time 37.50 hours per week
- Remuneration: 24.840 euros gross per annum

We provide a highly stimulating environment with state-of-the-art infrastructures. To check out our training and development portfolio, please visit our website in the training section.

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

The IRBLleida is committed to reconcile a work and family life of its employees and are offering the possibility to benefit from flexible working hours. In addition, as a result of different company agreements, the following improvements are recognized:

- Paid leave to go to the doctor for personal health reasons.
- Paid leave to accompany a first-degree relative under 18 years of age, over 70 years of age or with first-degree disability to the doctor.
- Holidays that coincide with Saturday or Sunday are moved to the Monday immediately following.
- A special 6-hour working day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

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Documents and application deadline:

All applications must include:

- A motivation letter.
- Full curriculum vitae.
- The deadline for submission will end on 12 april 2024 at 14.00 hours.

Those interested can apply for the offer by filling in the form (https://www.irblleida.org/ca/job-application/) and sending your CV and a cover letter, indicating the name of the offer for which you are applying and the reference 016 -24.

Selection process schedule for reference 016-24	
Minimum 15 days	Publication and dissemination of the job offer: IRBLleida website, "Empléate" portal, social networks, other employment websites depending on the vacancy offered.
Next 2 working days	Transfer of the CVs to the Selection Committee
Next 5 working days	Meeting of the Selection Committee: - Interview of the pre-selected candidates - Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position
Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
Express selection process	
When an employee must be replaced urgently, for instance, to cover a sick leave, scientific reasons justifying the incorporation on a specific day, specification in a resolution, etc., an express selection process could be undertaken. This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, *i.e.* publication of the job offer, submission of applications, evaluation and selection process.	

The contract will be in accordance with the provisions of **article 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' Statute Act, in accordance with the provisions of **article 2 of Royal Decree**

2720/98, of 18 December (B.O.E. of 8 January 1999), Law 12/2001, of 9 July (B.O.E. of 10 July) and concordant provisions.

The principle of equality between men and women is taken into account, in accordance with Organic Law 3/2007, of 22 March, for the effective equality of women and men. IRBLleida has an Equal Opportunities Plan for men and women and a Protocol for the prevention and eradication of sexual harassment.

The principle to equal opportunities and treatment, as well as the real and effective exercise of rights by people with disabilities on equal terms with other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of any form of discrimination, in accordance with **articles 9.2, 10, 14 and 49 of the Spanish Constitution** and the International Convention on the Rights of Persons with Disabilities and the international treaties and agreements ratified by Spain, in accordance with the provisions of **Royal Legislative Decree 1/2013, of 29 November**.

L'IRBLleida es compromet amb els principis de reclutament i transparència basats en mèrits (OTM-R) d'acord amb els requisits de segell HRS4R

ANNEX I: SELECTION COMMITTEE

PRESIDENT

- Manager IRBLleida
  - Ms. Eva López

CHAIRS

- IRBLleida Researcher
  - Dr. Schoenenberger

- Researcher at IRBLleida
  - o Dra. Alicia Sánchez

- Head of the IRBLleida Pharmacy Service
  - Ms. Laura Rumi

SECRETARY

- IRBLleida HR manager
  - Ms. Elena Moscatel

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ANNEX III: SCALE OF MERITS

a) **Academic curriculum and complementary training – 40 points.**

Valued:

- Master's degree related to the scientific field — 20 points
- Academic background in English B2 or equivalent — 20 points

b) **Certified professional experience. 40 points**

Valued:

- Demonstrable experience in the field of clinical trial pharmacy at hospital level. — 20 points
- Demonstrable experience in ICS patient management programmes: SAP and in clinical trial medication management programmes: FUNDANET — 20 points

c) Competence test or interview - 20 points

Any application that does not obtain a score of more than 30 points will not be considere

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Information clause on the processing of personal data

Responsible for the processing

Identity: **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA (BIOMEDICAL RESEARCH INSTITUTE OF LLEIDA)**
TAX ID: G25314394
Address: Avda. Alcalde Rovira Roure nº80, 25198, Lleida
E-mail: protecciodedades@irblleida.cat

Purpose of data processing and conservation

At the **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA (hereinafter referred to as IRBLLEIDA)** we process the information you provide as an interested party in order to manage the processing of your CV and application.
The data obtained will be kept for a period of up to 12 months, to cover future applications if they are not updated before or until the interested party objects to their processing.

Legitimation for data processing

The legal basis for the processing of your data is the consent of the interested party when contacting the **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA.**

Recipients of your data

Your data will be communicated to third parties and collaborators related to the organisation. Apart from these entities, your data will not be communicated to third parties.

Rights of interested parties

The owners of the data processed by IRBLLEIDA have the right at all times to access their data, rectify it, oppose its processing or delete it if they believe it is no longer necessary for the purposes for which it was collected. In addition, if you wish, you may request the portability of your data and limitation of their processing. In the latter case, we will only keep them for the exercise or defence of claims. You may also revoke your consent at any time.

To exercise these rights, you may contact **IRBLLEIDA** by e-mail at protecciodedades@irblleida.cat. Likewise, if you consider that your rights have been infringed, you may lodge a complaint with the Catalan Data Protection Authority.