Reference: 029-22

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Nurse Clinical Trials Coordinator -

The Institute

The IRBLleida aims to promote, develop, transfer, manage and disseminate research excellence, scientific and technological knowledge, teaching and training in the field of life sciences and health. To this end, it promotes relations and the exchange of knowledge between the research staff and research groups belonging to the various centres and entities in the biomedical field, which operate mainly in the Lleida area; it promotes collaboration with other institutions and entities, prioritising the implementation of joint projects; it raises funds to finance research activities of excellence of interest to the aforementioned centres and devices; and it manages the research resources entrusted to it by the various institutions and entities that form part of it. Within the territorial environment, it collaborates closely with:

- The University of Lleida (UdL) includes researchers from the Faculties of Medicine and Nursing and Physiotherapy.
- The Catalan Healthcare system includes healthcare staff from:

  o Catalan Health Institute (ICS): Arnau de Vilanova University Hospital (HUAV), the Lleida Primary Care and Community and Primary Care in the Alt Pirineu-Aran Health Region

  o Gestió de Serveis Sanitaris (GSS): Santa María University Hospital (HUSM), Pallars Regional Hospital and Mental Health, among others.

The IRBLleida is a CERCA institute with its own legal status: Fundació Institució dels Centres de Recerca de Catalunya (I-CERCA) de Catalunya, which is organised according to a model of good governance and operation that ensures efficiency, management flexibility, recruitment and promotion of talent, strategic planning and executive capacity. It is also a Health Research Institute (IIS) accredited 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:

- Senior Research Technician G2.

HR EXCELLENCE IN RESEARCH

Requirements and characteristics to be met:

- Degree in nursing
- Certificate of Good Clinical Practice and IATA in force.

Functions:

The selected person will join the Biomedical Research Institute of Lleida (IRBLleida) to fill a post of Nurse Clinical Trials Coordinator in the Clinical Trials Unit (UAC), corresponding to those provided for in DA 6.ª of Law 20/2021, of 28 December, on urgent measures for the reduction of temporary employment in public employment. This law authorises the call for the stabilisation, on an exceptional basis and in accordance with the provisions of article 61.6 and 7 of the TREBEP, by means of the competition system, of those positions which, meeting the requirements established in article 2.1, had been occupied on an uninterrupted temporary basis prior to 1 January 2016.

The stabilisation of this post was approved in the Agreement of the IRBLleida Board of Trustees on 3 June 2022.

The selected person will assume the tasks of a clinical trials nurse coordinator with the mission of providing support and supervision of clinical trials under the supervision of the principal investigator, performing non-clinical (logistics and data entry) and clinical (nursing procedures) tasks, with the objective of contributing to the compliance and performance of the protocol, according to the defined practices. The tasks performed will consist of;

1. Research Nurse.

- Execution of nursing procedures according to each protocol.
- Coordination of the clinical trial research team.
- Scheduling of patient and test agendas.
- Data entry to the data collection notebook (CRD).
- Other tasks specific to the role.

2. Clinical Trials Coordinator.

- Coordination of the clinical trials research team.
- Thorough knowledge of study protocols and their requirements.
- Preparation and attention to monitoring and audits.
- Start-up of clinical trials.

- Identify, inform and establish cooperation flows with the services involved.
- Implementation of clinical trials.

In the general area:
- Collaborate in those technical or administrative tasks, if necessary, that are entrusted to him/her by his/her responsible, management or direction, with the purpose of contributing to the achievement of the objectives of his/her area or department of IRBLleida.

- Participate in the Committees and Commissions that the place requires, with the purpose of ensuring the achievement of the objectives of IRBLleida, complying with the current legislation according to the matter in which he/she participates.

Desirable but not required/ Nice to have

- Master's degree in the field of research (master's degree in clinical research, clinical trial monitoring...).
- Demonstrable experience (desirable 3 years) in clinical trials, preferably in the field of Nephrology, Hematology, Gynecology, Internal Medicine.
- Knowledge of SAP (flow of diagnostic tests), mastery of the office package.
- Knowledge of scientific and clinical English.
- Availability in the mornings.
- Other formal training in the field of health (Diploma or degree, Master, Postgraduate).
- Experience (desirable 3 years) in the field of clinical research: observational studies, registries, preparation of project proposals...
- Collaboration with research groups (participation in competitive and non-competitive projects, publications in scientific journals and presentation of communications and posters at national and international congresses).
- Attendance to scientific congresses.
- Accreditation of teaching hours (professional training, lectures, courses and workshops...).
- Continuing education in the field of research.
- Recognitions and credits.
- Experience (desirable 3 years) as data manager (data entry in CRF, query resolution).
- Processing of biological samples according to clinical trial protocol.

- Participation in the coordination of observational clinical studies, clinical trials.
- Flexibility in time and mobility (occasionally).
- Organizational and multitasking skills.
- Ability to work in a team and to respect the organization chart.
- Creativity, empathy and enthusiasm.
- Ease of learning.

The Offer – Working Conditions

- Type of contract: Indefinite
- Planned start date: Immediate
- Workday: Full-time 37.5 hours per week
- Remuneration: 24.000 euros gross / year

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.

Documents and application deadline:

All applications must include:

- A motivation letter
- A complete CV including contact details and National Identity Document number

Deadline: Please submit your application by July 06, 2022. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 029-22 offer by filling out the form available at https://www.irblleida.org/ca/job-application/ and attaching a CV and a cover letter.

Selection process schedule for reference 029-22	
15 days	Publication and dissemination of the job offer: IRBLleida website, social networks, other employment websites according to the features of the job 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 - Communication of the selected candidate to HR
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.

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**.

Informative clause for the processing of personal data

Responsible: Institut de Recerca Biomèdica de Lleida Fundació Dr. Pifarré
Purpose: Management of job offers.
Legitimation: The legal basis of the treatment is the completion of a selection process to fill a position.
Recipients: The data will not be transferred to third parties, except in the legal obligations set by law.
Rights: Access, rectification and deletion of data, as well as other rights, as explained in the additional information.
Additional information: Additional and detailed information on Data Protection can be found our website http://www.irblleida.org/en/legal-notice/

IRBLleida is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the HRS4R seal requirements.

ANNEX I: SELECTION COMMITTEE

PRESIDENT

- Institut de Recerca Biomèdica de Lleida Principal Investigator
  - Dr. Diego Arango del Corro

CHAIRS

- Researcher IRBLleida
  - Dr. Schoenenberger

- Head of the SCTFarma at IRBLleida
  - Mrs. Laura Rumi

SECRETARY

- IRBLleida HR manager
  - Mrs. Elena Moscatel Mendelsohn

ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training - 35 points.

Valued:

- Other formal training in the field of health (Diploma or degree, Master, Postgraduate) — 15 points
- Master's degree in the field of research (master's degree in clinical research, clinical trial monitoring...) — 15 points
- Knowledge of scientific and clinical English — 5 points

b) Certified professional experience - 50 points

- Demonstrable experience (minimum 3 years) in clinical trials, preferably in the field of Nephrology, Hematology, Gynecology, Internal Medicine — 20 points
- Collaboration with research groups (participation in competitive and non-competitive projects, publications in scientific journals and presentation of communications and posters at national and international congresses) — 15 points
- Accreditation of teaching hours — 5 points
- Demonstrable experience in patient management programs: SAP — 5 points
- Processing of biological samples according to clinical trial protocol — 5 points

c) Competence test or interview – 15 points

Criteria subject to a value judgement will be assessed on the basis of

Applications that do not exceed 50% of the maximum score will be rejected.