Reference: 036-22

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- 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:

- Research technician.

HR EXCELLENCE IN RESEARCH

Requirements (applications that do not comply with this point will be excluded):

- Degree in Health Sciences or similar
- Good Clinical Practice Certificate in force and IATA in force.

Context and tasks to be developed:

The successful candidate will provide services for clinical trials in Nephrology, Gynaecology and Internal Medicine.

In this context, the successful candidate will undertake the following tasks:

1. To perform tasks of Coordinator in clinical trials of laboratories and studies promoted by HUAV and HUSM researchers:
    - Coordinate the research team of clinical trials developed at the Clinical Trials Unit.
    - To have a thorough knowledge of the study protocol and its requirements.
    - Preparation and attention of the monitoring from the selection visits to the closing and audits.
    - Coordinate the start-up of the study with the IRB/IEC. Identify, inform and establish cooperation flows with the services involved.
    - Scheduling of patient agendas and preparation of visits.
    - Data entry to the CRF.
    - Other tasks specific to the role.

2. Perform some CTA tasks if required by the service in clinical trials and other studies promoted by HAV and HUSM researchers:
    - Presentation and processing of documentation to CEIm and AEMPS.
    - Processing of insurance related to clinical trials.
    - Review and update of fees.

3. Preparation of budgets and invoicing proposals.

Would be an asset:

- Training in graduate/master's degree/specialisation in clinical trials or clinical analysis.
- Specialised training in biological risk and safety.
- Demonstrable experience in clinical trials as coordinator and data manager, preferably in the field of Nephrology, Haematology, Gynaecology, Internal Medicine and Neurology in phase II, phase III and observational.
- Knowledge of SAP (flow of diagnostic tests).
- Demonstrable experience in processing biological samples according to clinical trial protocol (maintenance and control of stocks of kits for trial visits and orders to central laboratory.
- Collaboration in research groups (member of participation in competitive and non-competitive projects, publications in scientific journals and presentation of communications and posters in national and international congresses).
- Availability of morning hours preferably with some afternoons.
- Knowledge of scientific and clinical English.
- Ability to organise and multitask.
- Ability to work in a team and to respect the organisational chart.
- Creativity, empathy and enthusiasm.
- Ease of learning.

The Offer – Working Conditions

- Type of contract: Indefinite contract for scientific-technical activities with a 6-month probationary period.
- Planned start date: Immediate.
- Working day: Full 37.5 hours per week.
- Remuneration: 21,000 euros gross per 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
- Full curriculum vitae with contact details and national identity card number.
- Deadline: Please submit your application by August 05, 2022. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 036-22 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 036-22	
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

- IRBLleida Scientific director
  - Dr. Diego Arango

CHAIRS

- Researcher at IRBLleida
  - Dr. Schoenenberger

- Head of SCT Farma
  - Ms. Laura Rumi

SECRETARY

- IRBLleida HR and procurement manager
  - Ms. Elena Moscatel

ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training - 30 points.

Valued:

➢ Other formal training in clinical trials or clinical analysis (Professional training, Master's, Postgraduate, PhD)	20 points
➢ Specialised training in biohazard and safety	5 points
➢ Justifiable academic training in scientific and technical English	5 points

b) Certified professional experience. 45 points

➢ Demonstrable experience as a nurse, coordinator, data manager in clinical trials and observational studies, preferably in the field of Neurology, Nephrology, Haematology, Gynaecology, Internal Medicine.	20 points
➢ Demonstrable experience in patient management programmes: SAP	10 points
➢ Demonstrable experience in processing biological samples according to clinical trial protocol.	10 points
➢ Collaboration in research groups (member of participation in competitive and non-competitive projects, publications in scientific journals and presentation of communications and posters at national and international congresses).	5 points

c) Competence test or interview – 25 points

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