

## 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:**

- 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 (SABE).
- 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.

These tasks will be carried out specifically for the project "Antimicrobial reconciliation at hospital discharge from a urology department. Comparative before-after study in a third level hospital", with Protocol Code PROA-URO. Study code CEIC-2545, within the framework of the clinical pharmaco-epidemiology research line. Funding is available to carry out these tasks for a period of one year.

#### **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
- Scheduled start date: Immediate
- Working hours: Part-time 20 hours per week, from Monday to Friday from 09h to 13h.
- Remuneration: 13.120 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. 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.
- Public holidays falling on a Saturday or Sunday are moved to the Monday immediately following or the Friday immediately preceding.

- A special 6-hour working day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

**Documents and application deadline:**

All applications must include:

- A motivation letter.
- Full curriculum vitae.
- The deadline for submission will end on 08 september 2023 at 14.00 hours.

Those interested can apply for the offer by filling in the form (<https://www.irbllleida.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 036 -23.

<b>Selection process schedule for reference 036-23</b>	
Minimum 15 days	Publication and dissemination of the job offer: IRBLeida 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: <ul style="list-style-type: none"> <li>- Interview of the pre-selected candidates</li> <li>- Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position</li> </ul>
Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
<b>Express selection process</b>	
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>i.e.</i> 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. IRBLeida 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'IRBLeida 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

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### PRESIDENT

- Manager of the Institut de Recerca Biomèdica de Lleida
  - Ms. Eva López

### CHAIRS

- IRBLleida Researcher
  - Dr. Schoenenberger
  
- Head of the IRBLleida Pharmacy Service
  - Ms. Laura Rumi

### SECRETARY

- IRBLleida HR manager
  - Ms. Elena Moscatel

## ANNEX II: SCALE OF MERITS

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### 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 50 points will not be considered.**

## Information clause on the processing of personal data

**Responsible party:** Institut de Recerca Biomèdica de Lleida Fundació Dr. Pifarré (IRBLleida).

**Purpose:** Management of job offers.

**Legitimation:** The legal basis of the processing is the carrying out of a selection process to fill a job vacancy.

**Addressees:** The data will not be transferred to third parties, except in the legal obligations established by law.

**Rights:** Access, rectification and deletion of data, as well as other rights, as explained in the additional information.

**Additional information:** You can consult additional and detailed information on Data Protection on our website <http://www.irblleida.org/en/legal-notice/>.

The data provided by applicants will be incorporated into the processing system owned by IRBLleida in order to manage and resolve the selection process, and will be processed in a lawful, fair, transparent, adequate, relevant, limited, accurate and up-to-date manner, in compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and Organic Law 3/2018, of 5 December (LOPDGDD). The legal basis for the processing of data is the fulfilment of a legal obligation on the part of the controller reinforced with the consent of the data subject.

This data must be kept for the period of time strictly necessary to fulfil the aforementioned purpose, respecting in all cases the period determined by these rules and regulations governing the call for applications and the applicable archiving regulations.

The IRBLleida must communicate the data of the beneficiaries of the contracts to the Agency for the Management of University and Research Grants so that it can exercise its powers of management control as an entity attached to this Department.

Certain data may also be communicated to third parties in the public or private sphere, either because the intervention of these entities in the course of the aid management process may be necessary because it is correctly resolved, or because it is provided for in a regulation with the status of law.

As long as the interested party does not communicate otherwise, it will be understood that their details have not been modified and that they undertake to notify the IRBLleida of any variation.

Applicants and contracted persons may exercise their rights of access, rectification, limitation of processing, suppression, opposition to the processing of their data or exercise their right to portability by writing to IRBLleida (Avda. Rovira Roure, 80, 25198 Lleida), to the e-mail address [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat) or to the IRBLleida's Data Protection Delegate, [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat). You must attach a photocopy of your ID card or sign the e-mail with a recognised electronic signature. In the event of disagreement with the processing, you also have the right to lodge a complaint with the Catalan Data Protection Authority.