

## INTERNAL / EXTERNAL CALL

### The Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau needs to incorporate

#### T2 Research Technician (Clinical Trials Coordinator)

#### Essential requirements

- Minimum Higher Education Degree (University Diploma or University Degree).
- Knowledge of English and Computer Science
- Oral and written knowledge of the two official languages of Catalonia.
- Willingness to travel if a clinical trial requires the presence of the trial coordinator at external meetings.

#### Skills will be valued

- Previous experience in clinical trial coordination, data-manager or monitor.
- Good skills in the use of data management systems and software.
- Master's degree or specific training in clinical trials.

#### Functions

- Coordination and execution of all administrative aspects involved in the preparation and execution of clinical trials.
- Knowing the characteristics, objectives, inclusion/exclusion criteria and recruitment status of the different clinical trials.
- Provide answers and solutions to the requirements of the CROs and to the problems that the investigators may encounter.
- Monitor the process of obtaining informed consent, selection and inclusion of participants and completion of documentation.
- Actively monitor the economic reports of the different clinical trials.



- Activate, provide and receive trial medication, maintaining direct contact with the Pharmacy Department.
- Arrange and coordinate start-up visits and in-person and remote monitoring, as well as audits and inspections.
- Monitor and incorporate into the specific platforms of each trial the clinical data obtained in the patient's clinical history.
- Collect and manage query resolution.
- Maintain the trial file orderly and up to date.
- Keep the research team informed of any trial-related notifications.

## Offered

- Indefinite contract, attached to the line of research “Protocol PROOF: A Phase 3, Randomized, Double-Blind, Placebo-Controlled, Parallel Arm, Multicenter Study Evaluating the Efficacy and Safety of Pridopidine in Patients with Early Stage of Huntington Disease”
- Annual working day of 1.627,5 hours (37,5 hours/week)
- Remuneration according to the company's collective agreement
- Research group: Parkinson's Disease and Other Movement Disorders i AGDAC.

## Documentation and deadline for submission

Interested parties should preferably deliver the documentation (1) in PDF, by e-mail to the Management of the Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, address [ir\\_recursoshumans@santpau.cat](mailto:ir_recursoshumans@santpau.cat) , indicating the reference **2022/218.**:

### (1) Application letter and updated Curriculum Vitae

At the request of the Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, the candidates must present the documentation accrediting the merits mentioned in the curriculum vitae.

Applications will be resolved within a maximum period of one month from the end of the deadline for submission of documentation. At the end of this period, without having been notified of an express resolution, the interested parties will be entitled to understand that their applications have been rejected.

The Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau may declare this call for applications closed if, according to its criteria, the candidates does not meet the conditions that the Institution considers necessary to fill the position.

The interpretation of the requirements and their enforceability to the candidates will be exclusive to the Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau.

**The deadline for submitting applications  
will end on December 6, 2022, at 3:00 p.m.**

*Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, sited at C. Sant Quintí, 77-79, 08041, Barcelona, Tel: 93 291 90 50, NIF: G-60136934, as Data Controller and in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the Organic Law 3/2018 of 5th of December, on the protection of personal data and the guarantee of digital rights, will treat your data with the sole purpose of developing this call. The legal basis for this treatment is the article 6.1 a, c and f from the GDPR, giving that we will ask for your consent, the treatment is necessary for the application of precontractual measures and its necessary to satisfy the legitimate interests pursued by the Data Controller.*

*The data will be kept during the necessary time to develop the call. Data will be treated solely by that areas and services that are allowed to in accordance with their assigned competences and functions. There will be no data cessions made unless there is a legal obligation to do so. You are entitled to exercise the rights of access, rectification, deletion, opposition, limitation and portability. In case you have any doubts, you can contact the data protection delegate at [dpo\\_ir@santpau.cat](mailto:dpo_ir@santpau.cat). You also have the right to file a complaint to the relevant control authority.*

**PERMANENCE COMMITMENT:** *Selected persons who will hold the summoned or vacant position, will not be able to apply for a new call until 1-year period has expired. In case of part-time job positions, this period will be of 6 months. In both cases, the period will compute from the date of publication of the resolution. The vacant summoned, and the ones that derive from it (intern movements), will be successively covered on the same proceeding among the submitted candidates to each particular call, regardless of whether this entails coverage of places in turns other than the call.*

Barcelona, 22/11/2022



**Human Resources Departament**

Fundació Institut de Recerca de l'Hospital de Sant Pau

