

INTERNAL / EXTERNAL CALL

The Institute

The **Santa Creu i Sant Pau Hospital Research Institute Foundation** is a scientific foundation which mission is to improve health and quality of life of the population, through the production and dissemination of scientific knowledge, training of researchers to an international standard, and promoting health innovation and the incorporation of medical advances in clinical practice and healthcare policies. Created in 1992, the institute was attached to the Autonomous University of Barcelona (UAB) in 2003, and since 2011 it is part of the Government of Catalonia's CERCA Programme.

For the Foundation, it's a priority to ensure that the recruitment of the most suitable candidate to cover a job is carried out through an open selection process, transparent and merit-based (OTM-R). Following these guidelines will promote the mobility of staff, the exchange of knowledge and, ultimately, the increase in the quality of teaching and research. Faithful to the commitment to the human resources strategy of the European Union, our institution's personnel selection and recruitment procedures are governed by a set of basic principles that guarantee everyone equal access to a work placement. Therefore, the constitutional principles of equality, merit and capacity are followed, respecting in any case the national and international regulations in force in this area, specifically the European Charter of the Investigator and the Code of Conduct for the recruitment of Researchers (C&C). The principles of C & C are applicable for the recruitment of any staff of the institution, regardless of their professional category.

The **Santa Creu i Sant Pau Hospital Research Institute Foundation** needs to incorporate at the **Clinical Trials Documentation Management Area (AGDAC)**:

A2B Senior Administrative management

About the Unit / Group:

The Clinical Trials Documentation Management Area is the Area where all the documentation surrounding the development of the AC activity in Sant Pau is organized, controlled and efficiently managed.

This transversal area is a firm commitment to the provision of optimal working conditions for all professionals who have a relationship with it. In this way, compliance with the BPC and the Data Protection Law is guaranteed.

The main functions of the AGDAC are:

- Custody of the documentation associated with ACs active in the hospital and Management of the documentation of closed ACs, to send them to the External Archive.
- Supervision of the data management and processing areas and Coordination of the monitor area. In addition to coordinating the agendas of the meeting rooms and study monitoring.
- Control of the logistical support area of the cold zone and the warehouse of clinical material linked to the studies.

Essential requirements

- Minimum qualification required Higher Level Professional Studies (Higher Level Training Cycle / FPII) or equivalent
- BPC's accredited knowledge course
- 4 years of accredited experience in project-related management tasks or equivalent
- Oral and written knowledge of the two official languages of Catalonia. Level C of Catalan
- Intermediate Level of English
- Intermediate knowledge of office tools (excel, word, power point, etc).

Skills will be valued

- Professional experience in a CEIM of a third level hospital
- Experience using the CEIMs Fundanet management program

Functions

- Attention of internal staff and staff visiting Agdac: monitors, couriers and others.
- Attending to the monitors throughout the entire process of visiting the Agdac: welcoming them, explaining the area's operating regulations, installing them, giving them the relevant documentation and solving any doubts that may arise. In addition to carrying out communication nexus tasks between the Monitors and the Coordinators.
- Preparation of the different monitoring rooms: initial visits, audits, as well as the daily tasks of collecting documentation and material from the rooms.
- Daily reception of the boxes of dry ice, as well as contacting each of the Coordinators to notify them of the arrival of the ice.

- Daily delivery of parcels of samples to the couriers, after checking the delivery notes. In some cases, you have to call the different companies to request collection.
- Place the clinical material and documentation that arrives daily from the different clinical trials in the compact cabinets and notify the corresponding Coordinator.
- Processing the documentation of a new trial: enter it in the Database, register it in the SAP, create the identification poster and place it in the archive.
- • Management tasks for the authorization request for access to the electronic HC.
- Management of the registration of new staff and support.
- Implementation of access management for external monitors and access management for internal Hospital staff, in the SAP.
- Management of registrations for Researchers in the Study Management Program (SAP).
- Coordination of the "cold area": freezers and refrigerators. Maintenance procedures, calibration and incidents.
- Management of the update of the AC equipment inventory and control of its expiry. As well as reference values from laboratories and other official documents.
- Make a backup copy of the temperature registration system (SIRIUS) every month, as well as note in the notebook any incidents that arise. Realization of the temperature record with a marked period requested by the monitors.

Offered

- Indefinite contract assigned to the research line "Management of Clinical Trial Documentation"
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according collective agreement
- Research Group: AGDAC

Documentation and deadline for submission

Interested parties should preferably deliver the documentation (1) in PDF, by e-mail to the Management of the Santa Creu i Sant Pau Hospital Research Institute Foundation, address ir_seleccio@santpau.cat , indicating the reference **2023/081**:

(1) Application letter and updated Curriculum Vitae

At the request of the Santa Creu i Sant Pau Hospital Research Institute Foundation, 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.

Santa Creu i Sant Pau Hospital Research Institute Foundation 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 Santa Creu i Sant Pau Hospital Research Institute Foundation.

**The deadline for submitting applications
will end on February 22th, 2023, 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. 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, 08/02/2023



Human Resources Departament

Santa Creu i Sant Pau Hospital Research Institute Foundation

