

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 Research and Clinical Trials Unit (UICEC)**, within the Clinical Research Platform:

Coordinator of the Clinical Research Unit

About the Unit / Group:

The UICEC Sant Pau gives comprehensive support to researchers in the development of independent research projects promoted by the Institut de Recerca Sant Pau (and not promoted by the pharmaceutical industry) in the methodological, regulatory, administrative, economic and practical aspects, subject to compliance with ethics, legislation and standards of good clinical practice.

The UICEC of Sant Pau is part of the Spanish Network of Clinical Research, an organization that supports the development of independent multicentre clinical trials and belongs to the platform SCREN (Spanish Clinical Research Network ISCIII).

Essential requirements

- Minimum qualification required: Higher Education in Health Sciences Studies (preferably Medicine/Pharmacy)
- Minimum 4 years of accredited professional experience at the area or equivalent.
- Oral and written knowledge of the two official languages of Catalonia.
- Advanced level of English
- Advanced knowledge of office tools (excel, word, power point, etc).

Skills will be valued

- Clinical Pharmacology Specialty
- Master Training in Clinical Research
- Professional experience in Research Institutes linked to Hospitals or CRO's
- Experience in the regulatory field and clinical trial advice
- Training in BPC

Functions

- Coordinate the Clinical Research Unit for studies/clinical trials.
- Point of contact for investigators of independent clinical research projects at IR-HSCSP and resolution of inquiries.
- Coding and registration of research projects promoted by the HSCSP Research Institute.
- Comprehensive analysis, identification of needs, and evaluation of project feasibility to ensure that all projects promoted by IR comply with ethical and legal requirements for implementation.
- Technical, ethical, and methodological advice in the preparation of documentation: protocol, information sheet and annexes, modifications, clarification responses, technical reports.
- Technical advice for the development of CTIS forms and annexes, for the submission of documentation to AEMPS, CEIm, and other authorities, for the registration of studies in public databases (clinicaltrials.gov, EU-CT, REEC), and to respond to any requirements from relevant authorities or the ethics committee.
- Coordination among investigators, technical units, ethics committee, and other authorities for the smooth progress of projects.
- Review and approval of reports prepared by other members of the unit: monitoring plan, monitoring reports, safety reports, follow-up reports, protocol

non-compliance notifications, suspected unexpected serious adverse event notifications.

- Review and evaluation of projects submitted for grants, at the request of the national and international projects unit. Coding of projects for SIRECS upon request from the knowledge management unit.
- Coordination of independent clinical research projects in network derived from our institution's participation in the SCReN platform.
- Coordination of UICEC members.
- Any other tasks assigned by the Responsible.

Offered

- Indefinite contract,
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Employment category: A4 Management Manager (Group IV: Management Staff)
- Remuneration according collective agreement
- Clinical Research and Clinical Trials Unit (UICEC)

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 **2023/137**:

(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 June, 1st 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, 18/05/2023



Human Resources Department
Santa Creu i Sant Pau Hospital Research Institute Foundation