

## 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 is a priority to ensure that the most suitable candidate for a job is recruited through an open, transparent and merit-based selection process (OTM-R). Following these guidelines, staff mobility, knowledge exchange and, ultimately, the quality of teaching and research will be enhanced. Faithful to the commitment to the human resources strategy of the European Union, the procedures for selecting and hiring staff of our institution are governed by a set of basic principles that guarantee everyone equal access to employment. Therefore, the constitutional principles of equality, merit and capacity are followed, respecting in any case the national and international regulations in force in this field, specifically the European Charter for Researchers 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. For this reason, our Foundation has obtained the recognition of "Excellence in R+D in Research" granted to IIB Sant Pau, since 2015.



HR EXCELLENCE IN RESEARCH

The **Santa Creu i Sant Pau Hospital Research Institute Foundation** needs to incorporate at the **Clinical Research and Clinical Trials (UICEC)**:

**T4- Research Technician PT ISCIII 20**

## About the Unit / Group:

UICEC Sant Pau provides comprehensive support to researchers in the development of independent research projects promoted by the San Pablo Research Institute (and not promoted by the pharmaceutical industry) in 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 Clinical Research Network, an organization that supports the development of independent multicenter clinical trials and belongs to the SCREN platform (Spanish Clinical Research Network ISCIII).

## Essential requirements

- Minimum qualification required: Higher Education (Bachelor's Degree, University Degree) or equivalent
- Oral and written knowledge of the two official languages of Catalonia or, failing that, the successful candidate will have to demonstrate, or promise to obtain, within a period not exceeding one year, a correct knowledge of the two official languages of Catalonia.
- Advanced level of English
- Advanced knowledge of office tools (excel, word, power point, etc).
- Higher studies in health sciences

## Skills will be valued

- Specialty in Clinical Pharmacology and/or training in Pharmacovigilance
- Training and experience in management and coordination of clinical trials and other studies
- Ability to work following Standard Operating Procedures (SOPs)
- Communication and coordination skills, and teamwork skills
- Ability to plan your activities and manage time
- Autonomous, dynamic, determined person, with problem-solving capacity and initiative

## Functions

- Pharmacovigilance activities of clinical trials and observational studies promoted by the Research Institute and those assigned by the ISCIII Clinical Research Platform, including:
- Assessment and advice of the safety sections and pharmacovigilance activities described in the study protocols.
- Identification, recording, evaluation and follow-up of serious adverse events and pregnancies reported during the study and medical assessment of their causality.
- Preparation of periodic safety reports of the clinical trial. Preparation of ad hoc reports at the request of the sponsor, on its own initiative or at the request of the Ethics Committee or the regulatory authority or by independent data monitoring and security committees.
- Expeditious notification of individual cases of suspected serious and unexpected adverse reactions to the Spanish Agency for Medicines and Health Products to the competent bodies of the autonomous communities and to the ethics committees.
- Project management activities, coordination, assistance and monitoring of clinical trials, observational studies, and other studies promoted by the Research Institute and those assigned by the ISCIII Clinical Research Platform.
- Collaborate in the drafting of protocols, follow-up and final reports (including REEC and Eudra-CT) and management of study documents.

## Offered

- Indefinite contract assigned to the research line: "Support for Independent Clinical Research"  
Until 31.12.2023 this contract will be funded by the ISCIII Platform project to support clinical research. . "El presente contrato está financiado por el Instituto de Salud Carlos III, con código de expediente del proyecto PT20/00096 y cofinanciado por el Fondo Europeo de Desarrollo Regional «Una manera de hacer Europa»".
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according to agreement or if applicable according to the basis of the call of the financing body. Remuneration according to "Resolución de la Dirección del Instituto de Salud Carlos III, O.A., M.P., por la que se conceden subvenciones para las Unidades de las Plataformas ISCIII de apoyo a la I+D+I en Biomedicina y Ciencias de la Salud de la Acción Estratégica en Salud 2017-2020"

- 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](mailto:ir_seleccio@santpau.cat), indicating the reference **2023/169**:

### (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 July 21th, 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](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, 07/07/2023



### **Human Resources Departament**

Santa Creu i Sant Pau Hospital Research Institute Foundation

