

JOB OPPORTUNITY

IDIBELL is seeking for a Study Coordinator to incorporate within the Clinical Trials Unit at ICO

IDIBELL is a research center that integrates the biomedical research of the Bellvitge University Hospital (HUB), the Catalan Institute of Oncology (ICO), and the University of Barcelona in the Bellvitge Campus (UB) and the Viladecans Hospital (HV), located in south Barcelona.

The research focuses of IDIBELL are cancer, neuroscience and translational medicine; research, innovation and society are the pivots on which researchers work every day in order to improve the quality of life of citizens.

IDIBELL is located in L'Hospitalet de Llobregat, south of Barcelona. It is a member of the Campus of International Excellence of the University of Barcelona HUBc and part of the CERCA institution of the Generalitat of Catalonia. In 2009, it became one of the first five Spanish research centers accredited as a health research institute by the Carlos III Institute of Health. More recently, the European Commission has recognized IDIBELL with the HRS4R logo (Excellence in Human Resources in Research), which identifies IDIBELL as a provider and supporter of a stimulating research work environment.

Main Duties

- Coordination of Phase 1 Clinical Trials
 - Performance and application of coordinated procedures between the different clinical services involved in the inclusion, treatment and follow-up of patient's participation.
 - Support to Investigators and electronic tools implementation.
- Record of transactions in sponsor's systems (IWR). Record of trial and patient's information into clinical and research applications.
- Administrative procedures during the study
- SAE completion
- Case Report Form training, completion and correction. Queries resolution.
- Communication with Sponsors and CROs.
- Preparation and attention to monitoring visits, audits and inspections,

Requirements

- Education: University degree in life Science.
- Education In clinical trials.
- Certified training in Good Clinical Practice.
- Experience: practical management of cancer clinical trials.
- Languages: Spanish, Catalan, English
- Technical skills: Office (Outlook), internet, patient's files, knowledge of bioinformatics tools

- **Soft skills:** to organize, order, and perform different activities with knowledge of their influence on the final outcome of a process. Understand the points of view of other people, give help. Ability to work under pressure.

We will value

- Previous experience in data management or coordination of cancer clinical trials
- Familiarity with SAP ARGOS electronic medical record system

We offer

- **Type of contract:** temporary for 6 months, extendable.
- **Workday:** full-time, 40 hours per week. Monday to Friday, starting 8:00 am.
- **Job location:** Unidad de Investigación Clínica del ICO l'Hospitalet
- **Professional Category:** "Ajudant d'investigació A" (which corresponds to a bachelor's degree in life sciences)
- **Annual Gross Salary:** €27.106
- Continued training in cancer and clinical trials.

Documents required

- Cover Letter
- Curriculum Vitae

Deadline for sending CVs will be next 31/10/2018

Observations

Candidates must present documents through the website IDIBELL:
<http://www.idibell.cat/modul/ofertes-feina/cat>

Contact and Information Human Resources. Bellvitge Biomedical Research Institute.
rrhh@idibell.cat . TFS: 93 260 7290; 93 260 7834.

All job profiles must be reviewed and accepted by the HR Department in order to guarantee legal and labor compliance, and the principles of the European charter for Researchers and the Code of Conduct for the Recruitment Researchers.

IDIBELL obtained the seal of Excellence in HR in 2015

This seal represents IDIBELL's commitment to the implementation of HR policies, which oversee the attracting and development of talent in an open, transparent manner, based on personal merit, aligned with the principles of the European charter for Researchers and the Code of Conduct for the Recruitment Researchers.



HR EXCELLENCE IN RESEARCH

<http://www.idibell.cat/modul/news/en/766/eu-certifies-idibell-as-a-center-of-excellence-in-human-resources-for-researchers-hrs4r>