IDI BELL
Bellvitge Biomedical Research Institute

Scientific Support

Data Entry for Cancer Clinical Trials (sick leave)

IDIBELL is looking for a Data Entry for Cancer Clinical trials

Our institute

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). The research focuses of IDIBELL are cancer, neuroscience, translational medicine and regenerative 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 Research Centers of Catalonia (CERCA). In 2009, it became one of the first five Spanish research centers accredited as a health research institute by the Health Institute Carlos III. In 2015, the European Commission recognized IDIBELL with the 'HR Excellence in Research' award, which identifies IDIBELL as a provider and supporter of a stimulating research work environment.

About the research group/unit

ICO-L'Hospitalet is a reference hospital for the clinical research in cancer. Their two units (UIC and UFF1) have been participating in 507 clinical trials with active recruitment or with current activities during 2020 and 874 patients decided to participate in them. Many of these trials are testing the most promising therapies in cancer and investigators involved in them are specialized and up-to-date with the latest advances in new treatments. UIC and UFF1 units they are the best professionals who carry out the most demanding clinical trials

About the role

- Integration into Clinical Research Unit and Functional Phase I Unit team and Investigator's teams as data entry.
- Case Report Form training, completion and correction.
    - Support to Investigators and electronic tools implementation.
- Record of trial and patient's information into clinical and research applications.
- SAE completion
- Queries resolution.
- Communication with Sponsors and CROs.
- Preparation and attention to monitoring visits, audits and inspections.

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08908 L'Hospitalet de Llobregat, Spain
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Job requirements

Professional experience

- Practical management of cancer clinical trials

Education and training

- University degree in life Science or Senior Technician in Health Documentation and Administration
- Education in clinical trials
- Certifyed training in Good Clinical Practices.

Technical skills

- Office (Outlook, word, excel)
- Clinical trials case report forms

Soft skills

- To organize, order and perform different activities with knowledge of their influence on the final outcome of a process. Understand the points ov view of other peole, give help. Ability to work under pressure.

Languages

- Good command of the English language

We will value

Previous experience in data management or coordination of cancer clinical trials

- Familiarity with SAP ARGOS electronic medical record system

Working conditions

- **No. of positions:** 1
- **Start date:** as soon as possible.
- **Contract duration:** sick leave duration

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- **Estimated annual gross salary:** salary is commensurate with qualifications and consistent with our pay ranges

We provide a highly stimulating working environment with state-of-the-art infrastructures, and unique professional development opportunities.

We offer and promote diverse and inclusive working conditions and applicants are made free from any discrimination based on age, national original, gender, religion, disability, sexual orientation or gender identity.

We are committed to reconciliation of work and family life such as employees can benefit from flexible working hours.

Application

All applications must include the following:

- A motivation letter addressed to Mr. Valentin Navarro
- A CV including contact information
- Contact details of two referees

All applications must be submitted to jobs@idibell.cat or through the IDIBELL Jobs website: http://idibell.cat/ca/institut/uneix-te-a-idibell/ofertes-de-feina.

Selection process

- **Pre-selection:** The pre-selection process will consist on an eligibility check based on qualifications and expertise reflected on the candidate's CV.
- **Interview:** Best positioned, pre-selected candidates may be called to arrange an interview**.** Candidates will be interviewed by the hiring manager and an *ad hoc* selection panel.
- **Formal offer letter:** Once identified, the People Management Unit will send a job offer to the successful candidate indicating start date, salary, working conditions, and any additional relevant details.

Deadline: Please submit your application by 28 March 2021.

Observations

The 'HR Excellence in Research' award represents IDIBELL's commitment to the implementation of Human Resources policies, which oversee the attracting and development of talent in an open, transparent, and based on personal merit, in alignment with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment Researchers (Carter and Code).

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