The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital.Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.

HR EXCELLENCE IN RESEARCH

In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission in **HR Excellence.**

This recognition proves that VHIR endorses the general principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers **(Charter & Code)**.

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Study Coordinator

Clinical Trials Management Unit

The **Clinical Trials Management and Development Unit** is responsible for follow-up the execution of commercial clinical studies at the Vall d'Hebron Campus.

The primary objective of this Unit is to contribute to the consolidation of the Vall d'Hebron University Hospital as an international clinical trial reference centre, through the implementation of a new management model for clinical trials at Vall d'Hebron Campus. A management model that aims to ensure quality in clinical trials that generates opportunities for those researchers on campus, using the latest technology available to treat their patients, and improve their quality of life.

The number of clinical trials has increased in the last year at Vall d'Hebron University Hospital, not only in numbers but also in complexity, that helps patients and relatives to improve life expectancy. This requires a **well-organised, methodical and people-oriented professionals** who wish to develop their career in this field.

The Clinical Trials Management Unit wants to incorporate to its team 2 (two) Study Coordinators who will focus on clinical trials from different areas of knowledge.

JOB DESCRIPTION

Education and qualifications:

- Bachelor's Degree in Health Sciences (preferable but not limited).

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- Computer user level (Office package, mail).
- Fluency in Catalan, Spanish, English (business level).

Desired:

- Master in Clinical Trial Management (CTM) or similar training program.
- Training in Good Clinical Practice (GCP) and clinical trials methodology.

Experience and knowledge:

Required

- At least 2 years of experience working in hospital environment and research.
- Knowledge of database program.
- Ability to work independently as well as in a team environment.
- Good communication skills and fluency in written and spoken English.

Desired:

- Experience with SAP management program.
- Organized and methodical person with high motivation and initiative.
- Quickly responsive to time requested by the team and sponsor.

Main responsibilities and duties:

- Coordinate/Manage and promote patient recruitment for clinical trial.

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- Run data entry for a phase II, III and IV studies.
- Keep up-to-date clinical data from source documents to eCRFs.
- Keep up-to-date the Clinical Trial Management System (CTMS).
- Answer queries and give quick feedback to sponsor and clinical team.
- Give support to the clinical team and report to the Clinical Trials Management Unit.
- Ensure maximum adherence to the protocol avoiding deviations.
- Assist the research team in the tasks necessary for the development of studies.
- Attend site monitoring visits, review and resolve queries in accordance to GCP.

Other responsibilities will be:

- Manage Investigational Medical Product (IMP) returned by patient and keep up-to-date the related accountability and adherence information.
- Support in notification process of adverse events (AE) and serious adverse events (SAE).
- Send images and results of medical procedures required by protocols.
- Keep up-to-date the investigator site file and correspondence with sponsor and CRO.
- Coordinate reception and return of equipment provided by the sponsor.
- Prepare required documentation in case of audit or inspection visits.
- Provide support for all tasks related to their area of responsibility as assigned by their supervisor.

Labour conditions:

- Full-time position: 40h/week.

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- Starting date: immediate
- Gross annual salary: 25.000 – 27.000 euros (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: Permanent linked to activity.

What can we offer?

- Incorporation to Vall d'Hebron Research Institute (VHIR), a public sector institution that promotes and develops the biomedical research, innovation and teaching at Vall d'Hebron University Hospital (HUVH), the biggest hospital of Barcelona and the largest of Catalan Institute of Health (ICS).
- A scientific environment of excellence, highly dynamic, where high-end biomedical projects are continuously developed.
- Continuous learning and a wide range of responsibilities within a stimulating work environment.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Programme (including dining checks, health insurance, transportation and more).
- Corporate Benefits: platform through which you can obtain significant discounts on travel, culture, technology, gastronomy, sports… among many others.
- Healthy Offering: choose from a variety of wellbeing focused activities to be the healthiest you.

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How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "Study Coordinator-UGAC" to the following email address: seleccio@vhir.org

Deadline to apply: 07-03-2024

The Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca - "VHIR"-, with NIF G-60594009, address in Barcelona -08035- Passeig Vall d'Hebron 119-129, Edifici Mediterrània, 2a planta and telephone (34) 934 89 30 00 is the data controller for the processing of your personal data. The data will be processed exclusively for the purpose of managing your participation in the selection process, as well as, if necessary, managing your participation in other selection processes.
Unless you give your informed consent to keep your personal data for future selection processes, in the event that the selection process is completed and you are not the person selected, your personal data will be deleted and blocked in order to be able to respond to any possible liabilities that may arise.
The legal basis of the processing is the execution of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
The recipient of the data will be the VHIR's Professional Development personnel and no transfer of personal data is foreseen, except for the fulfilment of legal obligations applicable to the data controller. International data transfers are not foreseen. No automate d decisions will be taken, including profiling. In general, personal data will not be communicated to third parties, except for legal obligations in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) to persons who are entitled to request them. You have the rights of access, rectification, deletion, portability, limitation and opposition that can be exercised at any time through the email dpd@ticsalutsocial.cat or lopd@vhir.org. In compliance with Regulation (EU) 2016/679, the VHIR has appointed a data protection officer, whose contact details are dpd@ticsalutsocial.cat. You can also lodge a complaint with the competent Data Protection Authority by contacting www.apdcat.cat or www.aepd.es.