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.

In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **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)**.
Thus, there are no restrictions of gender, national origin, race, religion, sexual orientation or age and **candidates with disabilities are strongly encouraged to apply.**

Data Entry/Study Coordinator

Stroke Research

Vall d'Hebron Research Institute (VHIR) is a public sector institution, located in Barcelona (Spain) that promotes and develops innovative biomedical research at the University Hospital Vall d'Hebron. VHIR is oriented towards finding solutions to the health problems of the citizens and has the will to contribute to the scientific, educational, social and economic development within its area of competence around the world.

VHIR offers VHIR offers vacant position for a Data entry/Study coordinator within the Stroke Research Group. More information can be found here.

JOB DESCRIPTION

Education and qualifications:

Required:

- University student or degree related with science
- Good communication skills and fluency in Spanish, Catalan and English
- Organizational skills
- Responsible and motivated

Preferred:

- Experience with clinical trials/clinical research
- Experience with stroke treatment, specially with thrombectomy devices
- Experience with medical records – SAP program
- Experience with electronic Case Report Forms (eCRF)
- Good clinical practice (GCP) certificate

Main responsibilities and duties:

- Participation in randomized clinical trials related with Stroke treatment
- Review selection criteria & written informed consent forms (ICFs)
- Review medical records – SAP program
- Archive study documents
- Timely notification of Serious adverse events (SAE) and adverse events

- Telephone follow up visits within the required time frame
- Data entry in the CRF and query resolution
- Contact Imaging technicians to upload subject anonymized images
- Add new investigators if necessary to the investigator's file (CV, trainings, delegation log ...)
- Check availability of study materials (ICFs / worksheets / blood sample kits)
- Process blood samples and manage the transport to central lab
- Temperature records
- Investigational product acquisition at the pharmacy and accountability
- Management of the monitoring visits the CRA.
- Audits and inspections
- Site initiation visits attendance for new studies.

Labour conditions:

- 1 year contract (extensible)
- Working hours: 20 hours/week
- Incorporation date: 10/01/2022
- Gross annual salary 11.000€

What can we offer?

- Skillful and social colleagues in a dynamic environment.
- Challenging tasks and a wide range of responsibilities.
- Personal training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more).
- Annual teambuilding events.

Applicants should submit a full Curriculum Vitae and a cover letter in Spanish/Catalan (optional) with the reference “Data entry/Study coordinator” to the following email addresses: (estela.sanjuan@vhir.org) and (seleccio@vhir.org).


Vall d'Hebron
Institut de Recerca
VHIR