



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**).

**VHIR embraces Equality and Diversity. As reflected in our values we work toward ensuring inclusion and equal opportunity in recruitment, hiring, training, and management for all staff within the organization, regardless of gender, civil status, family status, sexual orientation, nationality, religion, age, disability or race.**

# STUDY COORDINATOR

## Growth and Development Research Group

The Growth and Development Research Group at Vall d'Hebron Hospital wants to incorporate to its team one clinical trial Study Coordinator and Data Entry to give support on specific tasks.

### JOB DESCRIPTION

#### Education and qualifications:

##### Required:

- Bachelor in Health Science (preferable but not limited).
- Computer user level (Office package, mail).
- Fluence in Spanish and English (business level)

##### Desired:

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

#### Experience and knowledge:

##### Required:

- At least a year of experience working in hospital environment and research.
- Knowledge of database program.
- Ability to work independently as well as in a team environment.



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- Good communication skills and fluency in written and spoken English.

#### Desired:

- Organized and methodological person with high motivation and initiative.
- Quick responsive to time request
- Experience with SAP management program (not mandatory).

#### Main responsibilities and duties:

- Data entry for phases II, III and IV clinical trial and project research in congenital adrenal hyperplasia.
- Keep up-to-date clinical data from source documents into the CRFs.
- Answer queries and give quick feedback to sponsor and clinical team.
- Give support to the clinical team and the Clinical Trial Coordination 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.

#### Labour conditions:

- Part-time position: 10h/week.
- Starting date: immediate.
- Gross annual salary: 8.486,25 euros (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: permanent linked to project



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### 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.
- Personal training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more).

### How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "*Study Coordinator Clinical Trials in congenital adrenal hyperplasia* " to the following email addresses: [maria.clemente@vallhebron.cat](mailto:maria.clemente@vallhebron.cat) and [seleccio@vhir.org](mailto:seleccio@vhir.org)