
TheVall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovationand 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 aroundthe world.

HR EXCELLENCE IN RESEARCH

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)**.

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# Study Coordinator (Paediatric Area)

## Clinical Trial 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 center, 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 pediatric clinical trials have 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 required a **well organize, methodic and people-oriented person** who wish to develop its career on this field.

**The Clinical Trial Management Unit wants to incorporate to its team a Study Coordinator** who will be focused on pediatric clinical trials.

### JOB DESCRIPTION

### Education and qualifications:

**Required:**

- Bachelor's Degree in Health Sciences (preferable but not limited)
- Computer user level (Office package, mail).
- Fluency in Catalan, Spanish, English (business level)

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**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.
- Quick responsive to time requested by the team and sponsor.

## Main responsibilities and duties:

- Coordinate/Manage and promote patient recruitment for clinical trial
- Run data entry for a phase I, 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 Trial Management Unit
- Ensure maximum adherence to the protocol avoiding deviations

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- 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.

## Labor conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: 26 000 euros (Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: Linked to project (2 years approximately)

## 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.

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- 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.

## How to apply:

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

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