



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 **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 Cardiovascular Diseases Group

### JOB DESCRIPTION

#### Education and qualifications:

##### Required:

- *Bachelor's Degree in Health Sciences*
- *Computer user level (Office package, mail).*
- *Fluency in Catalan, Spanish, English (business level)*

#### 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.*

##### 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.*



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### 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*
- *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*
- *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.*



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### Labour conditions:

- *Part-time position: 14h/week.*
- *Starting date: August 2023*
- *Gross annual salary: 7.988,13*
- *Contract: permanent linked to project*

### 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 Cardio” to the following email addresses: [m.angeles.carmona@vhir.org](mailto:m.angeles.carmona@vhir.org) and [seleccio@vhir.org](mailto:seleccio@vhir.org)

**Deadline to apply: 20-07-2023**