



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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# CRA/ CTA (Clinical Research Associate/Assistant)

## Academic Research Organization

VHIR offers a vacant position within its Academic Research Organization for a CRA to develop and manage the activities of monitoring clinical research projects.

### JOB DESCRIPTION

#### Education and qualifications:

##### Required:

- Degree or equivalent in Health Sciences.
- Training in monitoring clinical trials.
- Fluency in Catalan, Spanish, English (business level).

#### Experience and knowledge:

##### Required:

- Minimum 1 year of proven experience in monitoring of clinical trials and other clinical research projects.
- Responsibility and work organisational skills.
- Independence and flexibility.
- Communication skills and teamwork.
- Availability to travel within the country.



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## Main responsibilities and duties:

- Making initial, follow-up and closing monitoring visits to the participating sites.
- Preparation of the visit's reports.
- Implementation of the established procedures (SOPs), and participation, if any, in the preparation and review of SOP in the activities involved.
- Main communicator between the sponsor and the investigator (if not together in the same person) in each site of the study.
- Support management activities of the projects in which the Unit is involved: insurance and contract management, management of adverse events, medication management and/or other materials, making monitoring and security reports, updating project monitoring tools, monitoring and supervision of the activities carried out in the sites that are monitored.
- Preparation and maintenance of the trial master files.
- Support and assistance in the preparation and organisation of researchers' meetings.
- Detection, communication and support in resolving disagreements and incidents that may arise during the course of the trial.
- Support in the management of authorizations, modifications and notifications to the Ethics Committees and competent authorities.
- Collaboration in administrative functions necessary for the proper monitoring of the projects.
- Collaboration in the design of specific materials for each trial or study.
- Registration and control of the activities for each project.
- Collaboration in the organization of workshops, seminars and/or courses established by the Unit.

## Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate.



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- Gross annual salary: Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale
- Contract: Open-ended contract linked to scientific-technical services – (Core Facilities)

### 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 Program (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 motivation letter with the reference "CRA/CTA" to the following email addresses: [olga.sanchezmaroto@vhir.org](mailto:olga.sanchezmaroto@vhir.org) and [seleccio@vhir.org](mailto:seleccio@vhir.org)

**Deadline to apply: 04/04/2024**



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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 automated 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](mailto:dpd@ticsalutsocial.cat) or [lop@vhir.org](mailto:lop@vhir.org). In compliance with Regulation (EU) 2016/679, the VHIR has appointed a data protection officer, whose contact details are [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat). You can also lodge a complaint with the competent Data Protection Authority by contacting [www.apdcat.cat](http://www.apdcat.cat) or [www.aepd.es](http://www.aepd.es).