



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

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Coordinator of the Clinical Trial's

Clinical Trial Unit / Rheumatology / Rheumatology Research Group

The Rheumatology Service of the Vall d'Hebron Hospital is organized into units, within which is the Clinical Trials Unit. Rheumatology Research Group is a multidisciplinary research team that collaborates in research activities through participation in clinical trials phases I, II, III and IV, and clinical research projects to improve the quality of life of patients with rheumatic diseases.

We are seeking for a Coordinator of the Clinical Trial's Unit of Rheumatology and Rheumatology Research Group. He/she must also give support to the Head of Rheumatology in the ERN ReCoNNET, CSUR and XUEC networks in autoimmune diseases, as well as in the management of tasks specific to the Rheumatology Service.

The candidate must be responsible for a team of Study Coordinators, that will be gradually incorporated.

We are looking for a responsible, proactive, skilled professional with strong organization skills to give support to Investigators to conduct the studies of Rheumatology and to supervise the tasks of the Study Coordinators team. Other main responsibilities will be the compliance with the networks for which the Rheumatology Service is accredited, and to collaborate with Rheumatology physicians and Pharmacy Department with the RPT-MHDA Registry of CatSalut.

More information about our group:

<https://vhir.vallhebron.com/es/investigacion/reumatologia>

<https://hospital.vallhebron.com/en/healthcare/departments/rheumatology>

JOB DESCRIPTION

Education and qualifications:

Required:

- Bachelor Medical or Science degree (Biotechnology, Biology, Biochemistry, Pharmacy).
- Additional training in Pharmaceutical Industry (master or postgraduate).



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- Fluency in Catalan, Spanish, English (business level).
- Computer user level (Office package).
- Good Clinical Practice ICH E6 (R2) Certificate.

Desired:

- Additional knowledge in Rheumatic Diseases.
- Knowledge of organization of Hospital Universitari Vall d'Hebron.
- SAP user level.

Experience and knowledge:

Required:

- At least 5 years of experience working in Clinical Trials.
- Experience with SAP management program and in the calculation of activity indices to accomplish with MHDA-RPT indicators.
- Ability to prepare documents such as reports of the Rheumatology Service and Rheumatology Research Group-VHIR and monitoring of ERN-ReCONNET, CSUR and XUEC networks.

Desired:

- Quick responsive to time requested by Head of Rheumatology, Rheumatology Team, and sponsors/CROs.
- Pro-active attitude, ability to work independently and in a multidisciplinary team environment, analytical and critical thinking.

Main responsibilities and duties:

- Coordinate Clinical Trial's Unit of Rheumatology / Rheumatology Research Group



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- Participate in Clinical Sessions of Rheumatology monthly.
 - Supervise the work of new staff in the Clinical Trial's Unit.
 - Give support to Principal Investigators conducting Clinical Trials.
 - Participate in all stages of CT (completion of Feasibility Questionnaires, SIV, Monitoring Visits, COV, archive) of Observational and Clinical Studies Phases I-IV accordingly to GCPs and VHIR.
 - Maintain permanent contact with CRA for close contact of Clinical Trials.
 - Give support to Investigators in Research Projects: CEIm Presentation.
 - Keep track of invoices and payments according to the budget.
- Give support to Head of Rheumatology Service in in the management tasks of the Rheumatology Service.
 - Prepare the necessary documentation for:
 - Monitoring/Audits of ERN ReCONNET, CSUR, XUEC Networks in Autoimmune Diseases.
 - VHIR annual report.
 - Rheumatology Report (every 3 years).
 - Facilitate the achievement of Hospital objectives required in the RPT-MHDA Registry.
 - Collaborate with the *Clinical Sessions Working Group of Rheumatology* in preparing the Session Calendar and obtaining accreditation.
 - Collaborate in the Conferences organized by Rheumatology Service.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: 44.151,20 euros /// (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)



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- Contract: Technical and scientific activities contract linked to the project activities

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 "Coordinator Clinical Trial's" to the following email addresses: elena.granell@vir.org and seleccio@vhir.org

Deadline to apply: 16/05/2024

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



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