
The Vall 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 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

## Liver, Infections and Metabolism Group – Liver Unit

The LivMI group at the Liver Unit is seeking for a Study Coordinator for its Clinical Trials for NASH and other liver diseases.

### JOB DESCRIPTION

### Education and qualifications:

**Required:**

- Bachelor's Degree in Health Sciences
- Proficiency in Office package and Microsoft Outlook
- Fluency in Catalan, Spanish, English (business level)

**Desired:**

- 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 programs.
- 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 to respond to the team and sponsor.


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## Main responsibilities and duties:

- Coordinate/Manage and promote patient recruitment for clinical trials.
- Perform data entry of phase II, III and IV studies.
- Keep clinical data updated from source documents to eCRFs
- Maintain updated the system of management of clinical trials (CTMS)
- Respond to inquiries and provide quick response to sponsorship and the clinical team
- Donate support to the clinical team and inform the Clinical Trials Management Unit
- Guarantee the maximum compliance of the protocol avoiding deviations
- Accompany the researcher team in the tasks necessary for the development of the studies
- Assist visits of supervision of the site, review and resolve inquiries in accordance with GCP
- Manage the patient-returned medical research product (IMP) and keep up-to-date liability and adherence information.
- Support in the process of reporting adverse events (EA) and serious adverse events (EAG).
- Send images and results of the medical procedures required by the protocols.
- Keep the file of the researcher's site updated and correspondence with the sponsor and the CRO.
- Coordinate the reception and return of material supplied by the sponsor.
- Prepare the required documentation in case of audit or inspection visits

## Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate/
- Gross annual salary: 23.958,98 euros (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract**:** *permanent linked to project*

## What can we offer?


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- 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 LivMI" to the following email addresses: seleccio@vhir.org, juanmanuel.pericas@vallhebron.cat