



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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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

### Intensive Care Unit/ Shock, Organ Dysfunction and Resuscitation Group

The Shock, organ dysfunction and resuscitation group is a multidisciplinary research team with different lines of research about the critically ill patient. VHIR offers vacancy/vacant position for an administrative within the Intensive Care Unit. More information about our group can be found here <https://vhir.vallhebron.com/en/research/shock-organ-dysfunction-and-resuscitation>

#### JOB DESCRIPTION

##### Education and qualifications:

##### Required:

- Bachelor Science degree (Biotechnology, Biology, Biochemist, Pharmacy, Nurse, or other science bachelor degree).
- Training in good clinical practice and clinical trials methodology.
- Computer user level (Office package, mail).
- Fluency in Catalan, Spanish, English (business level).

##### Experience and knowledge:

##### Required:

- Experience in the management and dynamics of clinical trials
- Experience working in Intensive Care Unit
- Knowledge and experience in the handling, processing, storage and shipment of biological samples
- At least 5 years of experience working in a similar position
- Ability to work independently as well as in a team environment
- Experienced with SAP management program



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- Management of databases

### Main responsibilities and duties:

- Coordinate and promote patient recruitment for clinical trials
- Management of data collection, completion of CRD
- Obtaining, processing, storage and shipment of biological samples, according to the Standards of Good Laboratory Practice.
- Management of the medication that is provided, in accordance with the procedures agreed with the Pharmacy Service.
- Assist the research team in the tasks necessary for the development of the study
- Keep up-to-date clinical data from source documents into the CRFs.
- 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

### Labour conditions:

- Full-time position: 40h/week. but might be extended to more hours in database locks days.
- Starting date: immediate.
- Gross annual salary: 30.000 (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: permanent



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## 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 "Study Coordinator ICU" to the following email addresses: [ricard.ferrer@vallhebron.cat](mailto:ricard.ferrer@vallhebron.cat) and [seleccio@vhir.org](mailto:seleccio@vhir.org)

## Deadline to apply: 13/02/2024

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 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.



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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 [lopd@vhir.org](mailto: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](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).



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