



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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Data Entry/Study Coordinator

Stroke Research

Vall d'Hebron Research Institute (VHIR) is a public sector institution, located in Barcelona (Spain) that promotes and develops innovative biomedical research at the University Hospital Vall d'Hebron. VHIR is oriented towards finding solutions to the health problems of the citizens and has the will to contribute to the scientific, educational, social and economic development within its area of competence around the world.

VHIR offers VHIR offers vacant position for a Data entry/Study coordinator within the Stroke Research Group

JOB DESCRIPTION

Education and qualifications:

Required:

- University student or graduated
- Fluency in Catalan, Spanish, English (business level)

Desired:

- Experience with clinical trials/clinical research
- Experience with stroke treatment, especially with thrombectomy devices
- Experience with medical records – SAP program
- Experience with electronic Case Report Forms (eCRF)
- Good clinical practice (GCP) certificate

Experience and knowledge:

Required:

- Organization skills

Desired:



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- Knowledge of clinical trials

Main responsibilities and duties:

- Participation in randomized clinical trials related with Stroke treatment
- Review selection criteria & written informed consent forms (ICFs)
- Review medical records – SAP program
- Archive study documents
- Timely notification of Serious adverse events (SAE) and adverse event
- Data entry in the CRF and query resolution
- Contact Imaging technicians to upload subject anonymized images
- Add new investigators if necessary to the investigator's file (CV, trainings, delegation log ...)
- Check availability of study materials (ICFs / worksheets / blood sample kits)
- Management of the monitoring visits the CRA.
- Audits and inspections
- Site initiation visits attendance for new studies.

Labour conditions:

- Part-time position: 20h/week
- Starting date: Immediate
- Gross annual salary: 12198,50€
- Contract: *Technical and scientific activities contract linked to the project activities (one year length)*

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).



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- 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 cover letter in Spanish/Catalan (optional) with the reference "Data entry/Study coordinator" to the following email addresses: Judith.cendrero@vhir.org and seleccio@vhir.org.

Deadline to apply: 01/07/2024

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.

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.



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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.



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