



The Pere Virgili Institute (IISPV) is a public sector institution that promotes and develops the research of the Hospital Universitari of the Tarragona Joan XXIII, the Hospital Universitari Sant Joan de Reus, Hospital Tortosa Verge de la Cinta, the mental health Pere Mata Institute and the Universitat Rovira i Virgili.

Job title: SUPERIOR TECHNICIAN IN HEALTH DOCUMENTATION
Organisation and recruiting unit: IISPV

JOB DESCRIPTION

Education and qualification: Cicle formatiu en gestió documental.

Competencies:

Dynamic person

Active listening

Ability to plan and organize

Knowledge and professional experience:

It will be valued:

Experience in data processing in the healthcare field.

Computer skills.

Functions:

Identify, extract and encode clinical and non-clinical data from health documentation.

Validate and exploit the data of the minimum basic data set (CMBD in catalan) using statistical, epidemiological and quality control tools.

Validation and operation of health databases.

Number of available positions: 1

Labour conditions:

Full-time position (40h/week)

Starting date: 12/04/21

Length of the contract: Contract for an extendable year linked to the development of the Covid platform

Workplace: IISPV-HJ23

Application procedure and deadline:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference IC10_21 to the following email addresses: curriculum@iispv.cat before April 1st 2021.



HR EXCELLENCE IN RESEARCH
In 2015 the IISPV obtained the European HR Accreditation and official seal on HR Excellence, as well as the approval of the 2015 Action Plan by the European Commission. This recognition demonstrates that the IISPV complies with the general principles of the [European Charter for Researchers](#) and the Code of Conduct for the Recruitment of Researchers (Charter and Code), and gives full support to its commitment to the improvement of policies and internal procedures.

OTM-R: Open, Transparent and Merit-based Recruitment (OTM-R)

Policy equal opportunities IISPV (www.iispv.cat/en_hr_excellence_in_research.html)

Contact Details:

Human Resources. Institut d'Investigació Sanitària Pere Virgili. curriculum@iispv.cat

The recruitment will be carried out in accordance with the provisions of article 15 of Royal Legislative Decree 1/1995, of March 24, which approves the revised text of the Workers' Statute Law, in accordance with which has the art 2 of Royal Decree 2720/98, of December 18 (O. of January 8, 1999), Law 12/2001, of July 9 (O. of July 10) and concordant provisions.

The principle of equal treatment for men and women, in accordance with article 14 of the Spanish Constitution, is taken into account, Directive 2006/54/EC of the European Parliament and the Council and the provisions of Organic Law 3/2007, of March 22, and Law 17/2015, of July 21, for the effective equality of men and women.

The universal accessibility of people with disabilities is considered in accordance with Legislative RD 1/2013, of November 29, which approves the Revised Text of the General Law on the rights of people with disabilities and their inclusion social, making special reference to articles 35 and following where the guarantees of the right to work are regulated.