



IISPV WELCOME GUIDE

1. Greetings from the Chief Executive

Welcome to the Pere Virgili Health Research Institute.

With this onboarding manual, we aim to facilitate your joining us here at the IISPV, so we have included a broad range of information on the centre's features and operation. Indeed, an important part of this guide refers to how we organise ourselves both with regard to the administrative and management aspects and the scientific aspects. We realise that for every new arrival there are many things that they need to know, and a careful reading of this onboarding manual will allow you to get an overview of the IISPV and smoothen your adaptation.

Even so, there are many important things that cannot be conveyed in a manual such as this. The most important of them is our conviction that the centre's success, and, therefore, all our success, depends to a large extent on everyone's willingness and ability to cooperate. Because cooperation is one of the key words in our dictionary and the basis of teamwork. We do nothing here in isolation. We are all needed to fulfil the centre's mission, which is focused on successfully conducting research projects.

Cooperation and teamwork require the right conditions. That's why maintaining a friendly atmosphere in which trust and cooperation can flourish is one of our main concerns. Professional development, honesty, integrity and respect for co-workers are core values for us.

We wish you all the best during your stay at the IISPV, whether you are here for a limited period or are joining us on an indefinite basis. We will do everything we can so that you feel that working here is worthwhile and makes life more pleasant and interesting. We need you to help us achieve this.

Sincerely,
Joan Josep Vendrell Ortega, Chief Executive, IISPV

2. Who we are.

The Pere Virgili Health Research Institute (IISPV, in its initials in Catalan), is an organisation set up within the framework of inter-institutional scientific collaboration among:

- The Catalan Health Institute - Institut Català de la Salut (ICS): The Joan XXIII University Hospital of Tarragona, the Sant Joan de Reus University Hospital, the Verge de la Cinta Hospital of Tortosa, and the Camp de Tarragona and Terres de l'Ébre Primary Health Care Department.
- Pere Mata Group: Pere Mata Institute Psychiatric University Hospital.
- Rovira i Virgili University.

The member institutions are located in the geographical area of the Camp de Tarragona and Terres de l'Ebre and conduct epidemiological, clinical, basis and transversal health and biomedical research.

The IISPV clusters and manages this activity, both that carried out by researchers and groups in hospitals, primary care, universities and the institute's own researchers. The IISPV aims to manage and strengthen health research activity of the institutions that conduct it but are not among its members and encourage them to join the institute as associate institutions. The basic research unit at the IISPV is the Research Group.

The IISPV also has ties with the following institutions: El Vendrell Hospital, PIUS Hospital, Valls, Móra d'Ebre County Hospital and Sant Pau i Santa Tecla Hospital.

2.1. Strategic Plan

Mission

The IISPV's mission is to efficiently manage its own and others' resources and to provide the best service within its capabilities to health sector professionals, as well as to promote, consolidate and transfer the research in the bio-health sphere to improve the health and welfare of the population (first and foremost) of the province of Tarragona.

Vision

The IISPV must be a leading centre of biomedical research and knowledge transfer in this country and internationally, at the service of the people and as an instrument for the health centres in its sphere of activity.

Values

This quality system is based on the values fostered by the management:

- **Autonomy:** the members of the IISPV perform their work freely and in accordance with a series of general and generic rules and regulations.
- **Responsibility:** each of the members of the IISPV knows the importance of their work and assumes the implications of their acts.
- **Teamwork:** tasks are not left to be carried out by one person alone, and information on it flows continuously.
- **Adaptability:** aware of the complexity of the environment, the members of the IISPV constantly incorporate changes and adjust the pace and expectations.
- **Efficiency:** to provide an efficient service and strive for continuous improvement.
- **Sustainability:** in the management of resources and of the environment.

2.2. HRS4R

In April 2015, the Institute obtained the seal that accredits it in the European HRS4R (Human Resources Strategy for Researchers), which means that the Institute commits to complying with the code of conduct that this accreditation requires in the field of HR.

Within the plan that was defined, the following documentation has been developed:

- Career
- Recruitment Policy
- Training and CPD Plan
- Equality Plan
- Plan for the prevention of violence in the workplace

You can find all this documentation on the Institute's intranet (<https://www.iispv.cat/hrs4r-hr-excellence-research/>) which we detail in this document so that you can access it.

3. What we do

3.1. Strategic areas and map of research groups

The institute's strategic areas are:

- Nutrition and metabolism
- Neurosciences and mental health
- Health and the Environment

The research groups at the IISPV can be viewed at the following link: <https://www.iispv.cat/recerca/>

3.2. Organisational structure

a) Board of Trustees

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The Board of Trustees handles the representation, governance and administration of the Foundation.

The Board of Trustees is vested with the powers of administration and management, disposal and encumbrance of assets, and representation of the Foundation, with no other restrictions than those set out in relevant law.

Chair

- **Mr Josep M^a Argimon Pallàs**, Minister. Department of Health. Government of Catalonia

1st Vice Chair

- **Ms Gemma Geis i Carreras**, Minister of Research and Universities. Government of Catalonia

2nd Vice Chair

- **Ms Maria José Figuras Salvat**, Rector. Rovira i Virgili University

Members

- **Mr Joan Gomez Pallares**, Director-General of Research. Department of Enterprise and Knowledge - Government of Catalonia
- **Mr Lluís Rovira Pato**, Director. CERCA Centres Institution of Catalonia. Department of Enterprise and Knowledge - Government of Catalonia
- **Mr Francesc Xavier Grau Vidal**, Secretary of Universities and Research. Department of Enterprise and Knowledge - Government of Catalonia
- **Ms Iolanda Font de Rubinat García**, Deputy Director. Directorate-General of Research. Department of Enterprise and Knowledge - Government of Catalonia
- **Mr Robert Fabregat Fuentes**, Director General of Research and Innovation in Health. Department of Health. Government of Catalonia

- **Mr Ramon Descarrega Queralt**, Manager of the Camp de Tarragona Health Region of the Catalan Health Service – Department of Health - Government of Catalonia
- **Mr Anton Benet Català**, Management of Sant Joan de Reus Hospital
- **Mr Francesc Díaz González**, Vice Rector of Scientific Research and Planning. Rovira i Virgili University
- **Mr Josep Ribalta Vives**, Director of the Doctorale School. Rovira i Virgili University
- **Mr Joan Amigó Ferrater**, Managing Director of the Pere Mata Institute Psychiatric Hospital and of the Pere Mata Group
- **Mr Rafael Gràcia Escoriza**, ICS Regional Manager, Camp de Tarragona. Department of Health. Government of Catalonia
- **Mr Francesc Xavier Arrufat Nebot**, Medical Director, Pere Mata Institute
- **Mr Josep Ribalta Vives**, Secretary

b) Committee with Delegated Powers

Office of the Chairman

- **Ms Anna Maria Plaza i Tesías**, Director General of Health Planning. Department of Health. Government of Catalonia

Members

- **Mr Joan Gomez Pallares**, Director-General of Research. Department of Enterprise and Knowledge - Government of Catalonia
- **Mr Lluís Rovira Pato**, Director. CERCA Centres Institution of Catalonia. Department of Enterprise and Knowledge - Government of Catalonia
- **Mr Francesc Díaz González**, Vice Rector of Scientific Research and Planning. Rovira i Virgili University
- **Mr Josep Ribalta Vives**, Director of the Doctorale School. Rovira i Virgili University
- **Mr Anton Benet Català**, Management of Sant Joan de Reus Hospital

- **Mr Rafael Gràcia Escoriza**, ICS Regional Manager, Camp de Tarragona.
Department of Health
- Secretary: **Mr Anton Benet Català**

c) External Scientific Council

- Prof. Lluís Fajas
- Prof. Ma. Ángeles Muñoz
- Prof. Àngel Pellicer
- Prof. Joan Sabaté
- Prof. Ma. Paz García-Portilla
- Prof. Àngela Valverde

d) Internal Scientific Council

Chair

Dr. Joan Josep Vendrell Ortega

Members:

- Dr. Sònia Fdz-Veledo
- Dr. Josep Ribalta
- Dr. Martí Nadal
- Dr. Rosa Solà
- Dr. Mònica Bulló
- Dr. Fàtima Sabench
- Dr. Marylène Lejeune
- Dr. Teresa Auguet
- Dr. Jorge Joven

- Dr. Josep Guarro Artigas
- Dr. Joaquín Escribano
- Dr. Xavier Correig
- Dr. Victoria Arija
- Dr. Lourdes Martorell

e) Management

The **Director** is Dr. Joan Josep Vendrell Ortega (direccio@iispv.cat)

The **Deputy Director** is Dr. Elisabet Vilella Cuadrada

The **Management Committee** of the Institute is responsible for the management, coordination and direction of the IISPV. Its members are:

- Dr. Francesc Vidal
- Dr. Elisabet Vilella
- Mr Lluís Masana
- Dr. Josep Ribalta
- Dr. Ramon Bosch
- Dr. Jordi Salas
- Ms. Elisabet Galve
- Dr. Sonia Fernández

f) Management

Mr David Martín is the General Manager of the Institute (david.martin@iispv.cat)

g) Technical Office (<https://www.iispv.cat/organigrama-de-gestio/>)

Technical Office Management: Elisabet Galve (elisabet.galve@iispv.cat)

National Projects and Clinical Testing Unit

Neus Rodríguez Nogales: neus.rodriguez@iispv.cat Tel. 977 75 93 96

International Projects Unit

Alba Martí: alba.marti@iispv.cat Tel. 977 75 93 93

Joana Díaz: joana.diaz@iisp.cat Tel. 977 75 93 93

Communication, Fund-Raising and Sponsorship Unit

Jordi Masana Pérez: jordi.masana@iispv.cat Tel. 977 75 89 27

Innovation and Knowledge Transfer Unit

Maria J. Guilera Morilla: mariajose.guilera@iispv.cat Tel. 977 75 89 27

Personnel Unit

Elisabet Galve elisabet.galve@iispv.cat Tel. 977 75 93 95

Training Unit

Rebeca Bueno Palomares rebeca.bueno@iispv.cat Tel. 977 75 89 27

Economic Management Unit

Elisabet Serralvo elisabet.serralvo@iispv.cat / Marta Valls marta.valls@iispv.cat Tel. 977 75 89 28

Reus Technical Office:

Sant Joan de Reus University Hospital
Avda. Josep Laporte, 2
Level 0 - E2 orange
43204 Reus (Tarragona)

Tarragona Technical Office:

Pere Virgili Health Research Institute
Parc Sanitari Joan XXIII
c/ Doctor Mallafrè, 4
43005 Tarragona

4. Personnel management

4.1. Work patterns

Work patterns are set out in each worker's contract of employment.

a) ID cards and parking card

Together with the onboarding manual you will be provided with an ID card to be able to access the various area of your work site.

Staff who need to park in the Joan XXIII Hospital grounds can request a card for employee parking which is allocated at the rear of the hospital and is subsidised. The card has an initial balance of €10 and can be recharged at the machines installed in the car park.

b) Staff calendar

The staff calendar is reviewed annually and applies to all staff employed by the IISPV. It is distributed to the Institute's staff every year.

c) Holidays

To apply for holiday or leave you need to fill in the holiday request document, which is available on the IISPV intranet and hand it in to the Technical Office, signed by your line manager.

You have 23 days paid holiday per year.

In the case of applications for leave, you need to attach supporting documents.

d) Training at the IISPV

Every year, the IISPV publishes on its website the annual training plan to provide our researchers, technicians and support staff with the search for tools and knowledge in both scientific and non-scientific aspects that are key to their career development.

All the information on courses and one-day events, as well as the IISPV's Scientific Seminars Cycle, can be found at: <http://www.iispv.cat/personal/formacio.html>

e) Wages and Salaries

Wages and salaries are paid by bank transfer on the last working day of the month. The pay slip is sent by email as a Zip file. To view it, you need a password, which is your national ID number or foreign resident number (DNI or NIE) followed by an upper-case letter. (Example: 11111111A or X11111111A).

Any issue concerning pay (change of account no., postal address, etc.) must be communicated before the 20th of the month for the change to take effect the following month.

f) Sick leave

If a staff member takes sick leave with a doctor's note, the document issued by the GP must be sent no later than three days to rrhh@iispv.cat, as must any subsequent letters or communications extending the leave on a weekly basis.

g) Equality Plan/Anti-harassment Plan

The Equality Plan reflects the IISPV's commitment to establishing equal opportunities for women and men as a principle of the organisation's behaviour. Measures to promote equality have been defined on the basis of a situation diagnostic audit that analysed aspects such as the distribution of men and women in different positions and levels of responsibility, and the promotion of egalitarian organisational management. , the working conditions of women and men, the projection of a non-discriminatory image and the use of non-sexist language, access to equal training or the average annual salary per sex, among other issues.

The Equality Plan is at your disposal on the Institute's website (www.iispv.cat)

The Institute also has an anti-harassment in the workplace plan that can be found on the staff web page.

h) Occupational risk prevention and what to do in the event of an accident

Information on Risks in the Workplace

The IISPV will provide all staff who join the institution with information on the risks of their workplace in accordance with their assigned tasks.

Training in Occupational Risk Prevention

In accordance with the 1995 Occupational Risk Prevention Act, the IISPV will provide the necessary training and information for the workplace. For this reason, during induction, the staff will receive a specific course on the risks of their job. Courses will be held annually for both office and laboratory staff.

A copy of the OSH training course certificate must be provided to Personnel to complete the file.

Chemicals

The personnel unit must be informed of the list of chemicals commonly used in your work.

Emergency plan

The IISPV will provide all staff with instructions and actions in the event of an emergency in the building where they carry out their activities.

Health Monitoring

At the time of induction and annually, the IISPV offers its employees the opportunity to undergo a medical examination. This procedure will be carried out using the consent form that is available on the IISPV intranet.

The medical examination is voluntary except for those workers who are exposed to specific risks. Employees whose positions include any of the characteristics listed below are required to undergo mandatory health check-ups and monitoring:

- Exposure to noise
- Handling asbestos, benzene, vinyl chloride monomer
- Handling carcinogens
- Working with lead metal and its ionic components
- Working with ionising radiation
- Working with genotypic and/or sensitised products
- Handling group III and IV pathogens
- With special sensitivities to the working conditions
- Working at a height

Special risks

IISPV staff must immediately notify HR of any changes in the workplace or position, the use of new products during work, the performance of new tasks that may involve a risk, or personal changes (allergies or illnesses, pregnancies, breastfeeding, etc.) that might affect the work.

Personal Protective Equipment (PPE)

At the beginning of the activity, the HR unit must be notified of the PPE required to carry out the assigned tasks using the PPE issuance document available on the IISPV intranet.

Work-related accidents

What to do in the event of a work-related accident?

IN THE EVENT OF A LIFE-THREATENING EMERGENCY OR SERIOUS ACCIDENT

Get help from the nearest hospital or ambulance service.

EMERGENCY SERVICES: 112

IN ALL OTHER CASES:

1. Report the accident or incident to your direct line manager.
2. Report the accident to HR on 977 55 87 50 - 977 55 86 69 so that they can send your request for medical assistance to MUTUA ACTIVA 2008 (Mutual Insurer for Work-Related Injuries and Occupational Diseases of the IISPV).
3. Whenever you can, go to the nearest MUTUA ACTIVA 2008 healthcare centre.
4. If you do not know the nearest centre's location, contact HR to give you the appropriate information or contact the freephone number of ACTIVA MUTUA 2008 where they will inform you which healthcare centre you can go to:



5. When you enter a MUTUA ACTIVA 2008 care centre, it is very important that you identify yourself with your national ID card (DNI) and inform them that you are an IISPV staff member.

6. If you need **urgent medical attention**, go to the nearest health centre, even if it is not part of MUTUA ACTIVA 2008's care network. Later, get in touch with HR.

NEAREST MEDICAL CENTRE TO TARRAGONA:

ACTIVA MUTUA 2008 – CLINICA TARRAGONA

C/ Pin i Soler, 12 – 43002 Tarragona

977 233 012

Opening hours: ACCIDENT AND EMERGENCY 24 H

HEALTH CENTRE NEAR REUS:

ACTIVA MUTUA 2008

Av. Cambra de Comerç, 44 – 43206 Reus (Tarragona)

977 304 304

Office hours: Monday to Friday 8.00 am to 2.00 pm

NEAREST MEDICAL CENTRE TO TORTOSA:

ACTIVA MUTUA 2008

Av. Joan Bautista la Salle, 10 – 43500 Tortosa (Tarragona)

977 4490 44

Office hours: Monday to Friday 8.00 am to 2.00 pm

The Management of the IISPV is committed to providing the means to ensure that the prevention of occupational risks is integrated in the entity's structure and management, and to establish continuous improvement in achieving it. Furthermore, it seeks to motivate, train and involve all staff in the continuous improvement of the system and of the working conditions.

You can make contributions, suggestions and proposals for improvement that you see fit with regard to the Occupational Risk Prevention Management System at rrhh@iispv.cat

All information concerning work patterns can be found on the intranet at: [:](#)

5. Platforms

5.1. Clinical Studies Unit

The UEC is a cross-organisational research support platform, which the IISPV makes available to all its researchers.

The UEC offers a programme of comprehensive services, from start to finish, for researchers in supervised centres, for the promotion of clinical trials, as well as the development of clinical research projects, ensuring the appeal and competitiveness of the IISPV's biomedical research.

5.2. Biobank

The IISPV Biobank of the Pere Virgili Health Research Institute is an institutional and centralised platform for cross-organisational services: processing, storage, management and distribution of human biological samples for IISPV researchers and also for researchers or other external personnel who may require their services.

This platform consists of two biobanks, authorised by the Government of Catalonia on 10 September 2013, and registered in the National Register of Biobanks of the Carlos III Health Institute.

Contact

Technical coordination: Lluís Gallart

Address: Mallafré Guasch, 4 - 43005 Tarragona Email: lluis.gallart@iispv.cat

Telephone: 609 035 995

Services, rates and sample requests:

<https://www.iispv.cat/plataforma-de-suport/biobanc-iispv/>

5.3. CEIm IISPV

The Pere Virgili Health Research Institute Clinical Research Ethics Committee (CEIm IISPV) is an independent committee made up of health and non-health professionals, which ensures due compliance with the ethical principles of clinical trials and research projects carried out in our sphere of activity.

It contributes to safeguarding the dignity, rights, safety and well-being of people involved in biomedical research and ensuring that they follow the rules of Good Clinical Practice, specifically in the methodological, ethical and legal aspects.

To look up meetings and procedures in submitting documentation: CEIm IISPV

Sant Joan de Reus University Hospital

Avda. Josep Laporte, 2

Level 0 - E2 orange

43204 Reus (Tarragona)

Email: ceim@iispv.cat

6. IISPV Service

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6.1. IISPV Intranet

We attach the passwords with which you can log into the IISPV Intranet from the website:
www.iispv.cat

User– other process files and/or software	
Password:	10iispv

In accordance with Organic Law 15/1999 of 13 December on the protection of personal data (LOPD) and data confidentiality, these keys are personal and non-transferable, and you are solely responsible for any consequences that may arise from the misuse, disclosure or loss thereof.

To exercise your ARCO [Access, Rectification, Cancellation and Opposition] rights, you must submit a written request to the address indicated above or send an email to: pd@iispv.cat. You must specify which of these rights you are applying for and, in turn, you must attach a photocopy of your national ID card or equivalent identification document. If you are acting through a representative or proxy, legal or voluntary, you will also have to supply a document that proves the authorisation of representation and the identification document of the person in question.

If you wish to use a template for this, you can:

- Use an official template of the Agency's
<http://www.agpd.es/portalwebagpd/canaldelciudadano/derechos/index-ides-idphp.php>
- Ask us for a template: pd@iispv.cat

7. IT resources

a) IT service and support

If you have any computer problems or questions, you can contact the service that the Institute has subcontracted to the URV Foundation, by calling 977558209 or by sending an email tofcojavier.ortega@fundacio.urv.cat

b) Email

You will be provided with an email address that belongs to the Institute.

c) FUNDANET

The Institute has a scientific production programme (FUNDANET) which allows it to manage publications, communications to congresses, talks, theses, etc. It is also a tool that can be used to update a CV.

8. Useful services

a) Shopping/travel

To make any payment or request a trip, you can contact Elisabet Serralvo or Marta Valls from the Technical Office. (elisabet.serralvo@iispv.cat; marta.valls@iispv.cat)

b) Photocopier and scanner

At both the technical office in Reus and the technical office in Tarragona, you can avail of a photocopier, which also acts as a scanner. The code to use it is 7651.

9. Other useful information

a) Useful telephone numbers and addresses of the IISPV

Registered corporate offices and tax address of the IISPV

c/ Escorxador s/n 43003 Tarragona CIF G-43814045

IISPV Technical Office

Sant Joan de Reus University Hospital
 Avda. Josep Laporte, 2
 Level 0 - E2 orange
 43204 Reus (Tarragona)
 977 759 394

Faculty of Medicine and Health Sciences (URV)

c/ Sant Llorenç, 21 43201 Reus
 Tel.: 977 759 394

Hospital Universitari Joan XXIII:

Parc Sanitari Joan XXIII
 c/ Doctor Mallafre, 4

43005 Tarragona 977 297 998

Sant Joan de Reus University Hospital:

Av. del Dr. Josep Laporte, 1 43204 Reus
 Tel.: 682 054 024
 URV Extension: 26584

Institut Pere Mata:

Carretera Institut Pere Mata, 6 – 10
 43206 Reus
 Tel.: 977 338 565

Verge de la Cinta Hospital, Tortosa

Carrer de les Esplanetes, 14 43500
 Tortosa, Tarragona
 977 519 100

b) Important locations

REUS

RENFE train station

Pl. la Estació, no number , 43202, REUS
 (TARRAGONA)
 Tel.: 902 432 343

Reus City Council: www.reus.cat



Buses:

You can either contact the bus station on 977 75 14 80 or the companies:

Company:	Telephone no.:	Website:
Hispano Igualadina	977 77 06 98	www.igualadina.com
Hispania	977 75 40 53 977 75 41 47	www.autocareshispania.com
Autocars Plana	977 21 44 75	www.empresaplana.es

For urban bus services: <http://www.reustransport.com/>

TARRAGONA

RENFE train station:

Camp de Tarragona (AVE high-speed train):

Mas l'Hereuet, no number
 La Secuita (Tarragona) 43765- TARRAGONA

TARRAGONA

Passeig de Espanya s/n 43004 Tarragona
 (Cataluña/Catalonia)
www.adif.es
 Tel.: 902 432 343
 Tel. Renfe: 902 320 320



Buses:

You can either contact the bus station on 977 22 91 26 or the companies:

Company:	Telephone no.:	Website:
Hispano Igualadina	977 77 06 98	www.igualadina.com
Hispania	977 75 40 53 977 75 41 47	www.autocareshispania.com
Autocars Plana	977 21 44 75	www.empresaplana.es

For city buses: <http://emtanemambtu.cat/>

Tarragona City Council: www.tarragona.cat

Onboarding Manual

Pere Virgili Health Research Institute