

## ***INTERNATIONAL CALL IC57\_23***

### **JOB TITLE**

Clinical Trial Data Entry

### **JOB DESCRIPTION**

The Pere Virgili Institute for Health Research (IISPV) is an institution that integrates research in the field of biomedicine in the “Camp de Tarragona” and the “Terres de l’Ebre”. The IISPV is the instrument that the university hospitals of both health regions have been endowed with (Joan XXIII University Hospital of Tarragona, Verge de la Cinta Hospital of Tortosa, Sant Joan de Reus University Hospital, Institut Pere Mata University Hospital of Reus) and Rovira and Virgili University, in order to bring together and manage biomedical research and innovation in the territory.

Number of available positions:2

The selected candidate will perform the following tasks:

- Clinical data entry and queries resolution
- Handling of electronic CRF and other sponsor’s Systems
- Maintenance of Investigator Site File
- Support to Investigators and Study Coordinators unit
- Attend initiation and monitoring visits

### **CANDIDATE PROFILE & REQUIREMENTS**

- Higher Technician in Health Documentation or University Degree in the biosanitary field.
- Speaking and written english skills (high level demonstrated)
- Minimum 1 year of demonstrable experience as data entry in clinical trial /observational studies
- Accredited training in Good Clinical Practices

## **IT WILL BE VALUED**

- Experience as data entry in oncology clinical trials
- Accredited courses in clinical research
- Ability to learn, flexibility and adaptability.
- Teamworking, ability to work independently, to organize, kindness, dynamism, versatility, rigour, responsibility and confidentiality

## **LABOUR CONDITIONS**

- Full-time position
- Workplace: Hospital Universitari Sant Joan de Reus
- Contract: Indefinite
- Gross annual salary: 24.187.5 € approximately
- Starting date: Second half of September 2023/ Second half of October 2023

## **SELECTION PROCEDURE**

- Selection of CV's. Suitable and unsuitable CV's will be identified according to the requirements. Applicants who do not meet the requirements indicated in the candidate profile and requirements will not pass to the next phase.
- Evaluation of the CV. Evaluation of the CVs up to a maximum score of 40 points.
- Cover Letter. Attach to the resume a cover letter with a maximum length of 2500 characters with spaces. With a maximum score of 20 points.

To access the interview phase it is necessary to have obtained a minimum score of 40 points in the sum of scores of the evaluation of the curriculum and cover letter

- Personal interview. With a maximum score of 40 points.

| <b>Items</b>                           | <b>40</b> |
|--|-----------|
| Attitude                               | 10        |
| Fit in the work place                  | 10        |
| Experience, developed functions/skills | 10        |
| Teamwork                               | 10        |

## **SELECTION COMMITTEE**

- President: Dr. Joan Borràs. (Group Leader)
- Chair 1: Dr Kepa Amillano. (Associate Doctor and Head of the Breast Cancer Unit)
- Chair 2: Berta Caballé. (Clinical Study Coordinator)

### SUBSTITUTES:

- President: Dr. Josep Gumà. (Group Leader)
- Chair 1: Dra Alba Cochs. (Principal Investigator)
- Chair 2: Julia Serra. (Clinical Study Coordinator)

## **CANDIDATURES**

- The CV must include the DNI/NIE number or another personal identity document number.
- Send the CV and the Cover Letter through the IISPV website.  
<https://www.iispv.cat/treballa-amb-nosaltres/>

For any questions or queries: [recruitment@iispv.cat](mailto:recruitment@iispv.cat)

## **DEADLINE FOR RECEIPT OF CV 05/09/2023**

## **COMMUNICATIONS**

The IISPV will notify the candidates of the results of the different phases of the selection process through its website.

## **HR EXCELLENCE IN RESEARCH**

The IISPV has the European accreditation The Human Resources Strategy for Researchers (HRS4R), complies with the general principles of the European Charter for Researchers and the Code of Conduct for the recruitment of researchers.

The IISPV has an internal recruitment policy that follows the Open, Transparent and Merit-based Recruitment (OTM-R) policies. More information about the HRS4R policies implemented at the IISPV is available on the following website:  
<https://www.iispv.cat/hrs4r-hr-excellenceresearch/>

The IISPV will guarantee the right to equal opportunities and treatment, as well as the real and effective exercise of rights by people with disabilities under equal conditions with respect to other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of any form of discrimination, in accordance with articles 9.2, 10, 14 and 49 of the Spanish Constitution and the International Convention on the Rights of Persons with Disabilities and international treaties and agreements ratified by Spain.

In the event of a tie, priority will be given to hiring the person with a disability.

In the event of a tie between people of different genders, the person of the least represented gender in the work group/department/service in which he joins will be hired.