INTERNATIONAL CALL IC44_25

JOB TITLE

Nutritionist & Clinical Study Coordinator

JOB DESCRIPTION

The Lipids and Atherosclerosis Research Unit was established in 1985. It consists of 18 members (including 3 clinicians from UVASMET). The group's objective is to provide research activities focused on lipid metabolism disorders, as well as to carry out teaching in that field. and It is a research group recognized by the Government of Catalonia and is part of CIBERDEM, IISPV, and URV. The main lines of research are: Familial Hypercholesterolemia; molecular bases of atherogenic dyslipidemia; and the genetics and epigenetics of lipid disorders.

The selected candidate will perform the following tasks:

- **Lifestyle assessment:** Assessment of patients' lifestyle habits and dietary intake.
- **Personalized dietary planning:** Design and implementation of personalized dietary patterns adapted to the patient's pathology, particularly in the context of lipid metabolism disorders.
- **Coordination of clinical trial procedures**: Coordinate all patient-related procedures within the clinical trial, ensuring alignment with the study protocol and timelines.
- **Patient management and support**: Provide direct attention to enrolled patients, including screening, informed consent, and ongoing follow-up in collaboration with the Principal Investigator (PI).
- **Data entry and documentation**: Accurately record patient data in medical records and maintain updated study databases and logs.
- **Communication and liaison responsibilities**: Act as the main point of contact between the trial Sponsor/CRO, PI, and site staff, facilitating effective communication and coordination.
- **Electronic systems management**: Operate electronic Case Report Forms (eCRFs) and other sponsor-designated platforms to ensure accurate and timely data handling.
- **Monitoring and regulatory compliance**: Prepare for and support monitoring visits, audits, and inspections, ensuring full compliance with GCP, regulatory requirements, and protocol standards.

- **Clinical documentation oversight**: Manage all essential study documents including protocols, reports, patient files, and regulatory submissions required for clinical research execution.
- **Quality Management System (QMS) maintenance**: Contribute to the maintenance and continuous improvement of the site's Quality Management System in accordance with internal and external quality standards.

CANDIDATE PROFILE & REQUIREMENTS

- University degree in Dietetics and Nutrition.
- Minimum 1 year of demonstrable experience in hospital nutrition
- Knowledge of the healthcare system.
- Minimum 1 year of demonstrable experience in the simultaneous coordination of multiple clinical trials.
- Proficiency in Catalan, Spanish, and English.
- Proficiency in office IT tools (Microsoft Office).
- Accredited training in Good Clinical Practices

IT WILL BE VALUED

- Holding a Master's degree, preferably related to clinical research or health sciences
- Accredited courses in clinical research
- Experience in clinical data management
- Capacity for continuous learning, flexibility, and adaptability.
- Ability to work in a team, capacity to work independently, organizational skills, kindness, dynamism, versatility, thoroughness, responsibility, and confidentiality.
- Skills in leadership and organization, teamwork, problem-solving, decision-making, and responsibility.
- Strong communication skills.
- Commitment to quality, resource optimization, and achievement of results.

LABOUR CONDITIONS

- Full-time position (40h/week)
- Workplace: Hospital Universitari Salut Sant Joan de Reus
- Contract: Indefinite of scientific-technical activities, linked to "PROTOCOLO: ISIS 678354-CS5", project.
- Gross annual salary: 33.000 - 35.000€
- Starting date: July-August

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.

Items	**40**
Attitude	10
Fit in the work place	10
Experience, developed functions/skills	10
Teamwork	10

The selected person must have obtained a minimum score of 65 points in the sum of the scores of the assessment of all phases of the selection procedure.

SELECTION COMMITTEE

- President: Daiana Ibarretxe Guerediaga, MD PhD
- Chair 1: Ana González, MD
- Chair 2: Lydia Cabau, PhD

SUBSTITUTES:

- President: Cèlia Rodríguez-Borjabad, PhD
- Chair 1: Natàlia Andreychuk Pasichna, MD
- Chair 2: Lluís Masana, MD PhD

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/oferta-de-treball/ic51_23-clinical-study-coordinator**

For any questions or queries: recruitment@iispv.cat

DEADLINE FOR RECEIPT OF CV 09/07/2025

COMMUNICATIONS

The IISPV will inform the candidates if they have been admitted or excluded to access the interview.

HR EXCELLENCE IN RESEARCH

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 on equal terms with 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 the 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 they join will be hired.

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.

CHANGE CONTROL		
Date	**Review**	**Modifications**
03-07-24	00	Document creation