

<http://www.idissc.org/hrs4r-process.php>

JOB OPPORTUNITY

Open Call on competitive basis at the **FUNDACIÓN PARA LA INVESTIGACION BIOMÉDICA DEL HOSPITAL CLÍNICO SAN CARLOS-IdISSC** for a position as **Data Entry** (in accordance with collective agreement: Área 2 – Grupo III – Titulado Medio o Área 2 – Grupo II – Titulado Superior) at the Cardiology Unit, for the following project funded by Horizon 2020 Work Programme: “SECURE”.

Full-time contract (37.5 hours per working week).

The starting date will be immediately after call closure and the duration of the contract will until 31st December 2021 approximately or when funds allocated to this project are completely expended or the end of the project. Gross salary per year 22.000€ or 25.500 € according to candidate value and in accordance with Spanish Law.

JOB DESCRIPTION/RESPONSABILITIES

Assist the Principal Investigators of the assigned sites for the collection and introduction of data in the eCRF; Prepare monitoring visits (request medical records, enter data from source documents in the eCRF, source documents maintenance) and attend to the monitor during monitoring visits and when required; Facilitate communication between the Sponsor (monitor, data entry, pharmacovigilance, etc.) and the Investigator team, being the link between them; Ensure compliance with the Protocol, GCPs and current legislation; Coordinate appointments with the trial monitors; Resolve discrepancies (queries); Comply with database interim analysis; Inform the Sponsor of Serious Adverse Events in time (24 hours); Attend the Investigators Meetings; Travel to the sites assigned to carry out the tasks described above, mainly located in the Community of Madrid, although it may also be necessary to travel to other sites nationwide.

EDUCATION AND TRAINING REQUIREMENTS

- At least Bachelor's Degree (EQF level 6)

HOW TO APPLY

Application deadlines: **22nd April 2021 until 03rd May 2021.**

Applicants should send their CV through our application form located in our website (<http://www.idissc.org/unete-a-nosotros.php>), clearly quoting the Reference: “23TM-14-2021”.

When applying, applicants will accept total compliance with the job offer and will be fully responsible for the accuracy of the information submitted. The applicants must provide the following related documents (if they are requested by the FUNDACIÓN): National Identification Number/Passport; original and/or certified copy of University Degree or any other merit mentioned.

SELECTION CRITERIA

Candidates are evaluated applying principles of equality, not discriminating in any way for reasons of sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinions, and social or economic status. Available OTM-R policy [here](#).

Candidates will be evaluated by a designated Evaluation Committee (only if they meet the Education and Training Requirements). This Committee will act in accordance to the following criteria:

A) Merit expertise:

1. Previous experience as a data entry in clinical research (0-3)
2. Experience in coordinating clinical trials (0-3)
3. Administrative, methodological and computer knowledge. (0-2)
4. English fluent (0-1)
5. Mobility (0-1)

B) Job Interview (only if you overcome 5 points at A) Merit Expertise. Previous labour mobility and personal experience, including the experience obtained in non-standard or informal ways, will be assessed. (0 to 5 points)

The official resolution will be published the day after the process is finished. Any claim could be submitted to the designated Selection Committee (using the following e-mail: fibrhh.hcsc@salud.madrid.org) the next five days after the resolution is published.

Date: **22nd April 2021**