PERSONES
PERSONAS
PEOPLE

WE ARE LOOKING FOR…

RESPONSIBLE FOR THE PHARMACY SERVICE

The Institute

The Institute of Biomedical Research of Lleida, Dr. Pifarré Foundation (IRBLleida) was created with the aim of creating synergies between basic, clinical and epidemiological research, making biomedical research a key driver to improve current clinical practice. IRBLleida covers a chain of translational research, from basic research, aimed at understanding the physiological and pathological mechanisms of the human body, to research that studies the behavior of diseases in large population groups.

IRBLleida was founded in 2004 through a collaboration agreement between the University of Lleida (UdL) and the Catalan health system. IRBLleida integrates research groups from the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups of:

1. The Catalan Health Institute (ICS) both at the hospital level (Arnau de Vilanova University Hospital -HUAV) and the primary healthcare of Lleida and the Alt Pirineu-Aran Health Region,
2. The healthcare provider Gestió de Serveis Sanitaris (GSS; Santa María University Hospital -HUSM, Pallars Regional Hospital and Mental Health, among others).

IRBLleida has been a CERCA institute since 2013, and as such is organized according to a model of good governance and operation that guarantees efficiency, management flexibility, talent attraction and promotion, strategic planning and executive capacity.

It is also one of the 34 Spanish Health Research Institute (IIS) recognized by the Carlos III Health Institute and the Government of the Generalitat, as established by Law 16/2003, of 28 May, on the cohesion and quality of the national health system.

In December 2014, the Lleida Biomedical Research Institute's received the 'HR Excellence in Research' logo from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code).

HR EXCELLENCE IN RESEARCH

Please, check out our Recruitment Policy

Professional profile of the person hired:

Junior Unit Manager

Requisit Requirements (excluding applications that do not complete this section):

Graduate or degree in Pharmacy.

Fluent in oral and written Catalan and Spanish.

Knowledge of English.

Accredited professional experience doing similar tasks to those indicated.

These requirements must be met at the beginning of participation in the program.

Context and tasks to be developed:

The selected person will coordinate the Clinical Trials Pharmacy Service, including the registration and dispensing of prescribed medications, with the objective of ensuring the conduct of the clinical trial, guaranteeing that the patient receives the indicated treatment, according to the protocol established in each clinical trial:

Tasks:

- Coordinate the service provided to patients/study personnel, supervising the provision of medication, according to the trial medical prescription prescribed, with the objective of ensuring that the dispensing is performed according to the defined protocol and standards.

- Coordinate the performance of procedures regarding the management of trial medication (receipt, dispensing, return...) to ensure compliance with the protocol established for the conduct of the clinical trial.

- Supervise the registration and dispensing of trial medication, in order to ensure that the documentation of each trial is updated according to the defined requirements.

- Coordinate the monitoring processes, providing the monitor with the information requested during the entire process (from the screening visit to the end of the study), on doubts or queries, in order to ensure the conduct of the trial, its registration and communication with the regulatory agency, complying with the protocols and legislation in force.

- Coordinate the maintenance of the pharmacy file of each trial to provide all the information in the monitoring/audit visits of trial sponsors.

Desirable but not required/ Nice to have

Knowledge

- Scientific and clinical English.
- Master's degree related to the scientific field.

Experience

- Demonstrable experience in the field of clinical trial pharmacy at hospital level.
- Demonstrable experience in ICS patient management programs: SAP and in clinical trial medication management programs: FUNDANET.

What we offer

- ✓ Permanent contract
- ✓ Immediate incorporation.
- ✓ Full time (37.5 hours per week).
- ✓ Remuneration: 31.671,00 € gross/yearly

Why work with IRBLleida?

We provide a highly stimulating environment with state-of-the-art infrastructures.

We offer complementary training for all profiles. To consult our training and development portfolio, please visit our website in the training section.

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

Reconciliation of work and family life and the possibility of benefiting from flexible working hours. In addition, as a result of different company agreements, the following improvements are recognized:

- Paid leave to go to the doctor for personal health reasons.
- Paid leave to accompany a first-degree relative under 18 years of age, over 70 years of age or with first-degree disability to the doctor.
- Holidays that coincide with Saturday or Sunday are moved to the Monday immediately following.
- A special 6-hour working day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

Documents and application deadline:

All applications must include:

- A motivation letter.
- Full curriculum vitae.

The deadline for submission will end on 12 November 2024 at 14.00 hours.

Those interested can apply for the offer by filling in the form (https://www.irblleida.org/ca/job-application/) and sending your CV and a cover letter, indicating the name of the offer for which you are applying and the reference 062 -24.

Selection process schedule for reference 062-24	
Minimum 15 days	Publication and dissemination of the job offer: IRBLleida website, REGIC portal, social networks, other employment websites depending on the vacancy offered.
Next 2 working days	Transfer of the CVs to the Selection Committee
Next 5 working days	Meeting of the Selection Committee:

	- Interview of the pre-selected candidates - Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position
Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
Express selection process	
When an employee must be replaced urgently, for instance, to cover a sick leave, scientific reasons justifying the incorporation on a specific day, specification in a resolution, etc., an express selection process could be undertaken. This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, *i.e.* publication of the job offer, submission of applications, evaluation and selection process.	

Regulation and normative principles

The contract will be in accordance with the provisions of **article 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' Statute Act, in accordance with the provisions of **article 2 of Royal Decree 2720/98, of 18 December (B.O.E. of 8 January 1999), Law 12/2001, of 9 July (B.O.E. of 10 July)** and concordant provisions.

The principle of equality between men and women is taken into account, in accordance with Organic Law 3/2007, of 22 March, for the effective equality of women and men. IRBLleida has an Equal Opportunities Plan for men and women and a Protocol for the prevention and eradication of sexual harassment.

The principle 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 accordance with the provisions of **Royal Legislative Decree 1/2013, of 29 November**.

IRBLleida is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the requirements of the HRS4 seal.

ANNEX I: SELECTION COMMITTEE

President	Sra. Eva López, Manager
Chairs	Dr. Schoenenberger, Researcher at IRBLleida
	Dra. Mangues, Researcher at IRBLleida
Secretaria	Sra. Elena Moscatel, People Department and Legal Manager

ANEX III. SCALE OF MERITS

Academic curriculum and complementary training	**40 points**
• Scientific and clinical English.	20 points
• Master's degree related to the scientific field.	20 points
Accredited professional experience	**40 points**
• Demonstrable experience in the field of clinical trial pharmacy at hospital level.	20 points
• Demonstrable experience in ICS patient management programs: SAP and in clinical trial medication management programs: FUNDANET.	20 points
Competency test or interview	**20 points**
• Criteria subject to a value judgment will be evaluated	20 points
Maximun score	**100 points**

Applications that do not exceed 50% of the maximum score will be rejected.