




Training Plan 2025



HR EXCELLENCE IN RESEARCH

 IRB Lleida <small>Institut de Recerca Biomèdica</small>	Document name	FP	Code	Date	Rev.	Page
	TRAINING PLAN 2025	FP-007	DI-002	04/12/2024	1	1/14
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1. Objective

IRBLleida aims to enhance and facilitate training for its staff. Therefore, it will promote training for all contracted and non-contracted affiliated staff to improve capacity and knowledge, as well as to foster professional development in the field of research and results transfer.

Training coordinated by IRBLleida Training will be available to all contracted and non-contracted affiliated staff (hereinafter referred to as affiliated staff), regardless of the type of contract (temporary or permanent) and the contracting entity, except in cases where the training is subsidized by FUNDAE, as it will only be directed to IRBLleida contracted staff. For training coordinated by other centers, the specific conditions of each course must be consulted.

2. Structure

Training available to IRBLleida affiliated staff is coordinated from three centers: 1. School of Health Doctorate at the University of Lleida, 2. Training at the Arnau de Vilanova University Hospital of Lleida and the Santa Maria University Hospital, and 3. IRBLleida Training.

The **training available to IRBLleida staff** is coordinated from 3 centres (1. Doctoral School of Health of the University of Lleida, 2. Training of the Arnau de Vilanova University Hospital in Lleida and the Santa Maria University Hospital and 3. IRBLleida Training).

2.1. School of Health Doctorate at the University of Lleida (UdL)


The Doctoral School of Health of the UdL offers doctoral students a wide range of training courses and activities available at: [Transversal Training Courses](#).

IRBLleida also publicizes the **Master's Degree in Biomedical Research**, the **Master's Degree in Research, Innovation and Transfer in Health** and the **Master's Degree in Health Education** of the UdL through the front page of its website (www.irblleida.cat).

2.2. Training of the Arnau de Vilanova University Hospital (HUAV) and the Santa Maria University Hospital (HUSM)

The training carried out by the Arnau de Vilanova University Hospital in Lleida and the Santa Maria University Hospital complements the training offered by IRBLleida and the University of Lleida, as joint centres on the health research campus of Lleida. [More information](#).

2.3. CREBA

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CREBA, an IRBLeida centre, offers specialised training for doctors. Through its page you can consult the course search engine to see the different types of courses. [More information.](#)

3. IRBLeida Training

The training coordinated by IRBLeida includes the Seminars (Friday and External), the dissemination of external training that are considered relevant by the affiliated staff and the own training courses that cover aspects not addressed by the training of the UdL and HUAV/HUSM.

During the year, the coordinator of the Friday seminars periodically organizes 1 seminar every week on Fridays in which the research of a researcher in training is presented. In addition, seminars are also organized in an extraordinary way with external speakers and topics of interest to research staff, coordinated by a researcher.

From the communication and training of the management office, support is given to the organization through the dissemination of these seminars (digital screens, emails to the distribution list and [website](#)).

To disseminate these seminars, the coordinators send the following information:


- Day, time and place
- Supervisor / Position / Brief CV summary (if necessary) / Research group / Thesis supervisors (if necessary) / Research funding (if necessary)
- Title of the paper

With regard to the specific training courses, a more detailed annual plan is designed to manage the resources allocated internally. The training will be divided into two categories, Transversal Training and Specialized Training.

The **Transversal Training** is aimed at all professional groups and integrates training to contribute to the process of building the IRBLeida community, with the proposal of initiatives to help staff have a sense of belonging to the local scientific community, and to have the opportunity to reflect and work on their internal capacities. It also includes training in soft or common skills such as public speaking, among others. The scholarship available for the FUNDAE bonus is considered together with a part of the IRBLeida budget, as a budget for cross-disciplinary training.

4. Methodology

The development of the plan requires, in the first place, to know what the needs of the IRBLeida staff are, starting with their most basic aspects up to the promotion of excellence, always in accordance with the strategic objectives of the Institute and with the policies and guidelines set by the funding bodies, both nationally and Europeanly.

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That is why the plan involves the review of the different governing and management bodies of the institution to achieve maximum support.

To achieve this, the following procedure has been followed:

- Sending the 2025 Training Plan survey to the irbllleida-info@llestes.udl.es distribution list. The processing of the information received makes it possible to carry out a diagnosis of the preferences shown when designing and planning the training actions.
- Search for suppliers and budgets for training.
- Review of the training by a sample of professionals from each subgroup of professionals.
- The Training Plan is evaluated and reviewed by the IRBLeida Training Committee.
- The Training Plan is evaluated by the Delegate Committee and the Board of Trustees in an ordinary meeting during the last quarter of the year, and implemented from the following year.
- The Training Plan is published at the disposal of the Institute's staff through the relevant means, the distribution list and the website, so that all people can access it at any time.

5. Execution


The IRBLeida Training Committee, together with the head of training, ensure compliance with the Institute's Training Plan and respond to the Management's orders on aspects related to training.

5.1. Functions of the Training Committee and the Head of Training


- To draw up the annual Training Plan for IRBLeida staff linked to the general objectives of the Institute, adapting it to the different job profiles.
- Monitor training activities (attendance register), control their quality (surveys) and the system of access to training activities.
- To control the expenditure derived from training activities.
- Receive and prioritise training proposals in accordance with the objectives of IRBLeida and its staff.
- To advise and inform the Internal Scientific Committee of the training needs and incidents that may arise from them.
- To prepare an annual report on compliance with the Training Plan (report).

5.2. Members

- Ana Garcerá Teruel
- Joan Blanco Blanco
- Marcelino Bermúdez López
- Silvia Bielsa Martín
- David de Gonzalo Calvo
- Fabien Delaspre
- Dolors Garcia Olmo
- Oriol Gasa Falcon
- Alberto Marín Sanguino

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- Meritxell Martín Garí
- Elena Moscatel Mendelsohn
- Èlia Obis Monné
- Eva Parisi Capdevila
- Francesc Purroy Garcia
- Arabela Sanz Alcázar
- Joan Sayós Ortega
- Meritxell Soria Yenez
- Anabel Sorolla Bardaji
- Oriol Yuguero Torres
- José Manuel Valdivielso Revilla

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6. Planned training offer

6.1. Cross-disciplinary training

Title	Places	Public	Lasted (hores)	Calendar	Format	Content	Accreditation
Introduction to scientific dissemination	30	All assigned staff	3	2nd Trimester	F2F	With the aim of responding to the idea that 'research is not finished, until it is communicated', a short course on communication and dissemination to society is proposed. This is an introduction to how to post on social media, available tools, and other strategies.	IRBLleida
Managing Implicit Bias in the Workplace	30	All assigned staff	3	Open	F2F	Implicit bias is the involuntary attribution of positive or negative attributes to people, places, or cultures. We all have involuntary preferences, shaped by our socialization and experiences, including exposure to the media and popular culture. These attributions are deeply rooted in our psyche. Thoughts and feelings are "implicit", we are not aware of them or we are mistaken about their nature. A bias (in this context) is when, instead of being neutral, we have a preference (or dislike) for a person or group of people. Thus, the term "implicit bias" is used to describe when we have attitudes towards people (or groups), or associate them with stereotypes without our conscious knowledge. What are the characteristics of implicit biases? In this training we will work on three aspects: <ul style="list-style-type: none"> o How implicit bias can influence decision-making and relationships in research centres. o Techniques to reduce personal implicit bias, as well as implicit bias that manifests itself in teams and throughout the workplace. o Practical measures at individual and team level. 	IRBLleida
Patient and Public Involvement activities in Health Sciences: from the concept design to the implementation	20	All assigned staff	10	2nd Trimester	F2F	In order to ensure that the participants in the training acquire the minimum level of knowledge about the participation of patients and the public in the health sciences, several activities will be carried out: <ul style="list-style-type: none"> o Assessment of training needs. It will help to create a training program adapted to the level of knowledge of the participants. o Didactic sessions to introduce the content on the participation of patients and the public in the health sciences and participatory research. o Group activities to consolidate the training of the participants. o Survey to evaluate the individual training of the participants. 	Sant Joan de Déu Research Foundation / IRBLleida


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Title	Places	Public	Lasted (hores)	Calendar	Format	Content	Accreditation
Course on health and safety in laboratories / Course on risks and preventive measures in office positions	Unlimited	New hires IRBLeida and hires of more than 3 years who have done so	2	Open	Online	-	Chiron Prevention / Alternative
AI applied to scientific communication	15	All assigned staff	4	3r-4rt Trimestre	F2F	This is a training course on the use of artificial intelligence in scientific communication. As always, we understand scientific communication not only as "dissemination" but also as communication between peers (posters, congresses), transfer to companies, education, etc.	Edusopes
Course on biological risks in laboratories	Unlimited	All assigned staff	6	Offered all year round - on-demand course	On-line	<p>Courses offered by PHAC (Public Health Agency of Canada) free of charge:</p> <ol style="list-style-type: none"> 1. Microbiology Overview 2. Pathogen Risk Assessment 3. General Safety for Containment Labs 4. Personal Protective Equipment 5. Decontamination in the laboratory 6. Biomedical waste <p>IRBLeida issues a global certificate of training in biological risks in laboratories once the 6 courses are completed and the certificates are sent to formació@irbllleida.cat</p>	PHAC + IRBLeida
Course on exposure to chemical agents	Unlimited	All assigned staff	2	1st Trimester	Slope	<p>o 1. Risks and effects of chemical products 2. Classification, packaging and labelling of hazardous substanceso 3. Safety rules in work with chemical productso 4. Personal protection</p>	Slope
Introduction to Innovation II	Slope	All assigned staff	Slope	Open	On-line	Introduction to Innovation Training by Hungary Patents and Trademarks that will expand the information of the last training "How to protect the results of my research: should I know something about patents and utility models?", introducing the different types of intellectual property and delving into patents.	IRBLeida + Ungria Patents & Trademarks
Catalan course for newcomers	15	All assigned staff	35	Open	F2F	Develop skills to speak Catalan	School of Languages of the University of Lleida


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Title	Places	Public	Lasted (hores)	Calendar	Format	Content	Accreditation
Course on tenders and technical specifications	Slope	All assigned staff	Slope	1st Trimester	On-line	To give an eminently practical and general vision of the creation of technical specifications (especially for supplies), as well as other related technical aspects such as award criteria and solvency	KALAMAN
Microsoft Excel - Data Management - Graphs	30	Research staff	20	2nd Trimester	F2F	The objective of the course is to teach the student the capabilities of the Microsoft Excel application in terms of data analysis and processing and use of functions, as a support for problem solving. The course will be of a purely practical nature. A series of problems will be raised and the most appropriate tools and strategies will be sought to solve them. The contents of the course will focus on five topics: o 1. Quick review of basic knowledge. o 2. Simple and compound functions: mathematics, statistics, research... o 3. Tools for data processing: sorting, filtering, etc. o 4. Pivot tables. o 5. Introduction to macros	Not
Initial training for the use of the Defibrillator and First Aid	12	All assigned staff	6	2nd Trimester	F2F	Course to learn how to use the defibrillator and first aid	NeoSalus


6.2. Specialized training

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Title	Places	Public	Lasted (hores)	Calendar	Format	Content	Accreditation
Revision of the Experimental Animal Regulations ("The Experimental Animal Regulations for Dummies")	20	Research and technical staff	3	1st trimester	F2F	<p>The words "regulations", "legislation" or "decree" always give a first (and second) negative impression, a rejection. However, the regulations governing animal experimentation make perfect sense of ensuring animal welfare and the quality of research. After centuries of lack of concern for these two aspects, society and professionals achieved a regulation that, despite its gaps and aspects for improvement, order this fundamental activity for the advancement of knowledge.</p> <p>In this course we will review the current regulations (2025), highlighting and clarifying the aspects that most affect research and technical staff.</p> <p>Topic 1: Map and compass to explore the regulations on experimental animals.</p> <p>Topic 2: Regulatory requirements for the housing of experimental animals.</p> <p>Topic 3: Regulatory requirements for experimental projects and procedures.</p> <p>Topic 4: Regulatory requirements for personnel who use animals for scientific or educational purposes.</p>	IRBLleida + CREBA
Introduction to effective research writing	15	Research staff	20	1st Trimester	F2F	Develop skills to improve the writing of articles in English	School of Languages of the University of Lleida
How to improve your scientific presentations in English	15	Research staff	20	2nd Trimester	F2F	develop skills to improve oral presentations and communications in English	School of Languages of the University of Lleida
How to improve your scientific presentations in English	15	Research staff	30	4th Quarter	F2F	develop skills to improve oral presentations and communications in English	School of Languages of the University of Lleida
How to design a research study? From idea to project	10	Research staff	15	1st Trimester	F2F	<ul style="list-style-type: none"> o Objective of the research: to get closer to the truth Experimentation vs observation o An idea, different projects. Different ideas, similar projects. o Anatomy of research projects (research methodology) o Studies on people, animals or "things" o Do you have to ask permission somewhere to do research? o Any regulations to follow? o I already have the project: final thoughts 	Xavier Gómez Arbonés. Researcher at l'IBLleida.

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Title	Places	Public	Lasted (hores)	Calendar	Format	Content	Accreditation
Data quality matters. Data Organization and cleaning	10	Research staff	15	2nd Trimester	F2F	The course will deal with the importance of having a reliable database and the impact of missing data according to the different types in terms of assessing the external validity of our data. The course will have a very practical content that will be structured in a first part of design and creation of a good database, either in Excel, Jamovi or REDCap (the most recommended and accessible for IRBLleida researchers) and a second part of debugging and initial validation, and cleaning or correction if necessary, which must always be done as a step prior to any statistical analysis	SCT IRB StatisticsRead
Statistics for not statisticians	5	Research staff	15	2nd Trimester	F2F	Updating of statistical content for people who are not experts in the field.	UdL Statistics Service
Introduction to Bioinformatics	5	Research staff	15	4th Quarter	F2F	Updating of bioinformatics content for non-experts in the field.	UdL Statistics Service
Probabilistic parrots: an intro to opportunities and perils of AI in research	5	Research staff	15	4th Quarter	F2F	<ul style="list-style-type: none"> • Session 1: Learning the lingo • Session 2: Probabilistic parrots • Session 3: Creating and training AIs • Session 4: Running with wolves and dancing alone. Large language models 	UdL Statistics Service
Python for biomedical research	5	Research staff	12	4th Quarter	F2F	<p>Introduction to Python for life sciences.</p> <p>The goal of this course is to help researchers in the life sciences acquire the basic knowledge of this programming language to use it in the context of their research.</p> <p>After completing the course, and with the help of the materials provided, the students should be able to set up a working environment on their computer and go through the most common use cases: Load sequence data, set up a database using the Pandas library, use Python to process text files in different formats, etc. This will enable each researcher to learn the specifics needed for their research building upon the skills taught in the course.</p>	UdL Statistics Service
Intensive Course in Ethics and Good Clinical Practices for the start of a research study	15	All assigned staff	15	2nd Trimester	On-line	Unavailable	Borgia Institute of Bioethics

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6.3. Transversal and specialized training pending confirmation of supplier, format and content

Within the training plan we also want to include initiatives that, despite having the clear intention of executing during 2025, it has not yet been possible to specify the entire structure of the course. Some aspects of these courses can vary significantly in the format in which they are finally developed.

Title	Places	Public	Lasted (hores)	Calendar	Format	Content	Accreditation
Data protection courses	Unlimited	All assigned staff	Slope	Open	Online	o Rights and systems and guarantees for user service personnel Duties and obligations and principles for all personnel in general and especially those who occupy management positions o Research for those personnel who carry out research tasks.	TicHi
Leadership Course	4	Research staff	TBC	TBC	TBC	To be confirmed	To be determined
Stress Management Course	12	All assigned staff	9	TBC	F2F	The Stress Management Course has been specifically designed to improve skills to cope with stress successfully. Its objective is to increase the capacity for self-control through proven psychological techniques. This course aims to raise awareness of the mental factors that contribute to promoting stress and expand the repertoire of strategies to cope with stressful situations. It is a course eminently focused on changing the specific behaviors that each attendee needs in their personal environment.	Behavioural Healthcare Consulting
Curs Grants Horizon EU	12	Research staff and office	15	T4	F2F	Grant search Section by section detailed review and training General items for grant writing (Summary, RSC, working plan, etc.)	To be confirmed
CURS en DORA - San Francisco Declaration on Research Assessment	TBC	Research staff and office	TBC	TBC	TBC	To be determined	To be determined

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6.4. Others

- In addition, training will be offered in **the field of equality and innovation** according to the plans drawn up. These trainings will be offered throughout the year.
- Courses will also be held in collaboration with other research centers to be defined (agreements with the *Center for Genomic Regulation of Barcelona* and *Instituto de Investigación Sanitaria Aragón*).
- Any other training initiative that arises within the center will be led by the commission, SCT, department, research group, research area that has proposed it and the head of training and management office will offer their support as appropriate (for example the GO-HERO managed from projects in the IRBLeida management office).

7. Diffusion

The training plan will be disseminated after its approval through the following communication channels:

- The Institute's website.
- Sending by means of e-mail distribution lists to the members of the Institute.
- IRBLeida's internal communication screens.

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8. Satisfaction survey

8.1. Survey design and submission

At the end of all the training courses coordinated by the management office, a satisfaction survey will be carried out with students and teachers.


- It will be sent within 1 week of the end of the course.
- A 1st reminder will be made 2 days after the first submission of the survey.
- A 2nd reminder will be made 9 days after the first survey submission.
- Response collection will close 10 days after the first submission.

These surveys will always include:

- **[Required]** Course ID (Name, code or similar):
- Course edition: Annuity + Edition (if applicable):
- Assessment of the course from 1 to 5, where:

1	Strongly disagree
2	Disagree
3	Neutral / Ni d'acord ni en desacord
4	Agreed
5	Totally agree
-	NS/NC (no sap/no contest)

- [Students Only, Compulsory] Content** I would recommend the course to a classmate for its content
 - [Students Only, Compulsory] Content** The content of the course has met my expectations
 - [Students Only, Compulsory] Teachers** I would recommend the course to a classmate for their teachers
 - Resources** The resources (technological means, location, classroom or video call platform used, etc.) have been adequate
 - [Students Only, Compulsory] Logistics** The logistics from the IRBLleida management office (dissemination, registration, course information once registered, certification and resolution of doubts) has been adequate
 - [Faculty/Suppliers Only, Compulsory] Support to Suppliers** The support in the organization of the course of the IRBLleida management office (preparation of the course, collection of registrations, resolution of logistical problems, response to unforeseen events, invoice management, etc.) has been adequate
 - [Students Only, Compulsory] Value** Do I think this training will add value to my daily work?
 - **[For all ratings <=2.0 open a text field, Required]** What happened and how can we improve in the future? (Text)
- Other observations / opinions (Text)
 - **[Automatic message in case the value of Resources, Logistics or Supplier Support**

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is <=2.0] We ask for your name and email address to register your survey as a quality non-conformity and to be able to follow up on it. You will receive an individual response of the corrective actions that are carried out to solve the incident and/or prevent it from happening again in the future.

- Name and surname(s):
- Mail:
- Option not to identify yourself: I do not want to give my name and email. Please register the Non-Conformity anonymously and I will not receive an individual response to the actions that are carried out to correct it in the future.