

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
2021.354	27/12/2023	05/01/2024
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Advanced Vocational Training in Health Documentation (Exclusive requirement: provide justification with the application).	
VALUED MERITS /SKYLLS		
FURTHER	-Advanced office automation skills	
EXPERIENCE	-Experience and knowledge in clinical trials -Experience in CRDe management and queries resolution. -Database maintenance	
LANGUAGES	-English B1	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Indefinite in accordance with Article 23 Bis of Law 14/2011, of June 1, 2011, on Science, Technology and Innovation.	15/01/2024	Full-time 1575 hours per year (approx. 35h/week)
ANNUAL GROSS SALARY	DURATION OF THE CONTRACT	
18.114,28 €	Indefinite, linked to the duration of the project and economic availability based on RDL8/2022	
WORK LOCATIONS	UNIT/DEPARTMENT	
Pavilion 20, consultation rooms and Hematology floor. Clinical Trials Unit	Hematology/Clinical Trials	
JOB DETAILS		
OFFER DESCRIPTION		
Research support technician		
FUNCTIONS		
<ul style="list-style-type: none"> - Knowledge of the guidelines of the different notebooks and compliance with data entry metrics schedule. - Completion of specific training related to the position. - Knowledge of the protocols of the different clinical trials of the service, test schedules and their procedures. - Prepare monitoring visits and ensure proper maintenance of patient files. - Inventory laboratory materials provided by the sponsors and ensure their availability. - Patient education and monitoring in the use of technology (tablet, phone...) within the scheduled hospital visits. - Provide support to the coordinators of the different studies in the different daily procedures (sending samples, consents...). - Other functions that may be determined. 		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Dr Enrique María Ocio San Miguel	Hematologic Neoplasms and Hematopoietic Progenitor Transplantation	2021.354: Randomized phase III study comparing bortezomib, lenalidomide, and dexamethasone (VRd) followed by ciltacabtagene autoleucel, a chimeric antigen receptor T-cell (T-CAR) therapy directed against BCMA vs. bortezomib, lenalidomide and dexamethasone (VRd) followed by lenalidomide and dexamethasone (Rd) therapy in newly diagnosed patients with multiple myeloma

		for whom hematopoietic stem cell transplantation is not planned as initial treatment.		
RECRUITMENT INFORMATION				
SELECTION PROCESS STAGES (2)				EMPLOYMENT EXCHANGE
1. Pre-selection 2. Interview: Minimum score for this phase: 25 3. Report of the Selection Board 4. Resolution				YES
SELECTION BOARD				
<ul style="list-style-type: none"> • Enrique Ocio, Project's Main Researcher • Galo Peralta, IDIVAL's Management Director • Patricia Álvarez-Ingelmo, IDIVAL Human Resources Coordinator (She will act as registrar of the selection board). 				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Advanced office automation skills	Curricular	Merit fulfilment	Yes/No	10
Experience and knowledge in clinical trials	Curricular	Merit fulfilment	Yes/No	20
Experience in CRDe management and queries resolution.	Curricular	Merit fulfilment	Yes/No	10
Database maintenance	Curricular	Merit fulfilment	Yes/No	10
English B1	Curricular	Merit fulfilment	B1: 2 points B2: 5 points C1: 10 points	10
FINAL SCORE				
MAXIMUM TOTAL SCORE BY MERITS				60
MAXIMUM TOTAL SCORE IN INTERVIEW				40
MAXIMUM TOTAL SCORE				100

(1) Not subsanable

(2) See duration of each phase in the document "Selection Process"

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