

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
2020.279	10/03/2026	19/03/2026
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Higher Degree in Healthcare Documentation and Administration.	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Contract for scientific-technical activities (article 23.bis of Law 14/2011, of June 1, on Science, Technology and Innovation)	APRIL 2026	Full time. 1575 hours per year (aprox. 35h/week)
ANNUAL GROSS SALARY	DURATION OF THE CONTRACT	
19.410,55 €, without prejudice to any adjustment that may be established in state legislation for 2026.	Indefinite (linked to the duration of the project or to external financing or financing from public grants in full competition).	
WORK LOCATIONS	UNIT/DEPARTMENT	
IDIVAL	Valdecilla Clinical Trials Unit	
JOB DETAILS		
OFFER DESCRIPTION		
Research support technician		
FUNCTIONS		
- Support for the development of clinical trials in the following tasks: <ul style="list-style-type: none"> <li>• Archiving and safekeeping of documentation generated in active clinical trials in the Trials Unit</li> <li>• Incorporation of data generated during patient visits into the electronic data management tool, CTMS.</li> <li>• Preparation of investigator's notebooks in trials prior to centre activation.</li> <li>• Maintaining up-to-date records of the daily activity of the Clinical Trials Unit.</li> </ul>		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
M <sup>a</sup> Blanca Sánchez	Valdecilla Clinical Trials Unit	2020.279 Phase 2a, randomised, double-blind, placebo-controlled study to evaluate a range of dose levels and vaccination intervals of Ad26CCOV51 in healthy adults aged 18 to 55 years inclusive
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)	EMPLOYMENT EXCHANGE	
1. Admission of applications. 2. Competition phase. 3. Interview pase: maximum number of candidates to be interviewed: 3. Minimum score for this phase: 40 4. Report of the Tribunal. 5. Resolution.  <b>Note: in order for candidates to be considered for recruitment and employment exchange purposes, they must have a total score of at least 30 points.</b>	YES	
SELECTION BOARD		



<ul style="list-style-type: none"> <li>• <b>President:</b> Blanca Sanchez Santiago, IP</li> <li>• <b>Member:</b> Beatriz Alonso Gómez Specialist Doctor in Clinical Pharmacology at the Clinical Trials Unit</li> <li>• <b>Member and secretary:</b> Maria José Marin, Health and Safety Coordinator at IDIVAL</li> </ul>				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Experience as a clinical trial documentation manager (preparation of investigator files, archiving of source documents, document file custody)	CV	Requirement fulfillment	YES/NO	15
Experience in early-phase clinical trial units	CV	Requirement fulfillment	YES/NO	15
Experience in the use of CTMS (Clinical Trials Management Systems) software tools in the field of clinical trials.	CV	Requirement fulfillment	YES/NO	20
Training in the field of good clinical practices in clinical research	Supporting document	Requirement fulfillment	YES/NO	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"

*In compliance with the provisions of Article 11 of Organic Law 3/2018, you are informed that the person responsible for the processing of your personal data is the MARQUES DE VALDECILLA INSTITUTE OF INVESTIGATION FOUNDATION (IDIVAL), your data will be treated in order to be treated to the extent that they were necessary or convenient for the development of the legal relationship established between the parties. You can exercise your rights of access, rectification, deletion, opposition, portability or limitation of the treatment, by contacting the IDIVAL FOUNDATION at the following address: AVDA. CARDENAL HERRERA ORIA, S / N 39007, SANTANDER. More information at [www.idival.org/es/Politica-de-Privacidad](http://www.idival.org/es/Politica-de-Privacidad)*

Santander as of the date of electronic signature

Fdo. Francisco Galo Peralta Fernandez

