

KS
J.A.
h

Jury Meeting Minute
1 Clinical Study Coordinator
Reference IMM/CT/69-2021

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call to hire one Clinical Study Coordinator to join the iMM-Laço-HUB Laboratory coordinated by Dr Karine Serre in close collaboration with Professor Luis Costa (Head of the Oncology department of Hospital de Santa Maria).

The job advert was published in EURAXESS.pt Portal on 10th of September of 2021, and also disseminated in iMM website and social networks.

The call was opened from 13th of September until 11th of October 2021, having applied the following candidates:

- | | |
|-------------------------|-----------------------|
| - Ana Lorena Barradas | - Joana Alves |
| - Ana Patrícia Teixeira | - João Portel |
| - Ana Teresa Rajado | - Laura Frazão |
| - Andreia Henriques | - Mafalda Silva |
| - Antónia Pinto | - Mafalda Verdial |
| - Bruno Martins | - Michelle Pereira |
| - Carolina Borlido | - Nathália Santana |
| - Daniela Silva | - Patrícia Corredeira |
| - Gisela Gordino | - Raquel Santos |
| - Inês Teodoro | - Selma Martins |

On the 20th of October 2021 the jury composed by Karine Serre, Luis Costa and Sérgio Dias met to analyze the application documents (- Motivation Letter; Detailed CV; - Degree certificates; - Contacts of 3 references) in accordance to the profile and work plan indicated in the job advert.

All admitted applications were analyzed according to the following selection method, which was also indicated in the job advert:

1st Phase: Curricular evaluation: 45% and Motivation Letter: 20%;

2nd Phase: Interview: 35%

Curriculum (45%)

For each criterion indicated below, a value from 1 to 10 was attributed that weighted the % indicated in parentheses in the total score. Thus under the Curriculum Vitae it was assigned the following valuation to each one of the criteria:

- Background in Biomedical Sciences (15%);
- Knowledge of clinical sample processing, procedures and regulations (15%);

h

KS JD.

- Experience in clinical data collection with skills in data management and appropriate use of databases (10%);
- Informatics skills (5%).

Weight = 65% → 6.5 (10*15%+10*15%+10*10%+10*5%)

Motivation Letter (20%)

Under the Motivation Letter it was assigned the following valuation to each one of the criteria:

- Motivation and interest for the activities to be performed (15%);
- Command of the written English language (5%).

Weight = 20% → 2.0 (10*15%+10*5%)

The analysis and discrimination of each candidate classification in this First Phase is presented in the table of Annex I where all admitted applicants were ranked by order, from the highest to the lowest classification.

Following this, 6 applicants obtained a score equal and/or higher than 5 (out of a possible maximum of 6.5). In this case the applicants selected for an interview are identified below. The interview took place on Monday 15th of November 2021.

- Ana Lorena Barradas
- Nathália Santana > (Declined the interview. Accepted another Job)
- Mafalda Silva
- Mafalda Verdial > (Cancelled the interview. Clash with unforeseen event)
- Antónia Pinto > (Declined the interview. Accepted another Job)
- Patrícia Corredeira

INTERVIEW (35%)

For the interview was selected the candidate that scored equal higher than 3 (out of a possible maximum of 3.5):

- Minimum knowledge of clinical sample processing, procedures and regulations (5%);
- Communicating with oncologists / surgeons / nurses/ researchers / biobank /patients (5%);
- Knowledge collection of quantitative/qualitative data, and informed consent of patients (5%);
- Motivation to join Multidisciplinary Clinical / Academic team (5%);
- Management skills (5%);
- Interpersonal skills (5%);
- Ability to easily adapt to changes and persevere (5%);

Weight = 35% → 3.5 (10*5%+10*5%+10*5%+10*5%+10*5%+10*5%+10*5%)

The analysis and discrimination of each candidate classification in Second Phase and total classification in both phases are presented in the table of Annex II attached to this minute.

Lisbon, 22nd of November of 2021

Karine Serre

A handwritten signature in blue ink, appearing to be 'K. Serre', with a large, sweeping horizontal stroke underneath.

Luís Marques Costa

A handwritten signature in blue ink, appearing to be 'Luís', with a large, sweeping horizontal stroke underneath.

Sérgio Dias

A handwritten signature in blue ink, appearing to be 'Sérgio Dias', with a large, sweeping horizontal stroke underneath.

ANEXO I

ANNEX I - Evaluation for Employment Contract - Ref. IMM/CT/69-2021

KS
J.A.
h

Applicants	Curriculum Vitae (45%)				Motivation Letter (20%)		Total ANNEX I	Justification
	Background in Biomedical Sciences	Knowledge of clinical sample processing, procedures and regulations	Experience in clinical data collection with skills in data management and appropriate use of databases	Informatics skills	Motivation and interest for the activities to be performed	Command of the written English language		
	15%	15%	10%	5%	15%	5%		
Ana Lorena Barradas	9	8	9	8	9	7	55.5	<p>Already in contact with oncology departments. Already familiar with clinical trials, Coordenadora de ensaios clínicos fase III (EV-301 e THOR). Introdução de Dados e actualização de eCRF; Visitas de Monitorização; Submissão de Novos Ensaios; Assegurar formação e treino de equipas de Investigadores, Enfermeiros e Farmacêuticos; Manutenção e actualização de documentação do estudo. Registo Oncológico Nacional. Integração de casos do centro de mama em BreastSPS Fits the Call requirements. Experience. Good experience with patients contact.</p>
Nathália Santana	9	8	8	8	9	9	55.5	<p>Master in Pharmaceutical Biotechnology, Licenciatura em Farmácia Biomédica, Clinical coordination internship, Neurology department, Summer Internship, Regulatory Affairs, Master in Pharmaceutical Biotechnology, Good Clinical Practices E6 (R2), Member of ReFood; Excellent background and experience Good candidate</p>
Mafalda Silva	9	8	8	8	8	9	54	<p>Pharmacist, Medical Information Team Lead!!, Medical Information and Safety Operations Specialist; Master/Graduation in Pharmaceutical Sciences; Good CV with very good experience in data collection. Not so much in biobanking</p>
Mafalda Verdial	9	8	8	8	8	9	54	<p>Master'S in Biopharmaceutical Sciences, Regulatory Affairs and Quality Trainee, Faculty of Pharmacy of the University of Lisbon, Portugal Master thesis in Nanoplatfrom to modulate dendritic cells and tumor microenvironment against Triple negative breast cancer(in in vivo mouse model) Adequate for advertised position. Experience and very good motivation letter; Interested candidate. Good motivation although not clear if looking for transition position.</p>

ANEXO I

Antónia Pinto	9	7	9	8	8	9	53.5	Senior Clinical Trial Assistant. Clinical Trial Assistant on Clinical Research Organizations (CROs). work in multidisciplinary teams and to collaborate with several areas within clinical research. Researcher fellow, master in Biomedical Sciences, Good Clinical Practice, Master Sc. in Biomedical Sciences - Referred to iMM – Laço – HUB Laboratory! Important experience. Fits the required profile for the position. Good motivation letter. One of the best candidates. Experience in trials (patient data collection) and Lab work.
Patrícia Correia	9	8	8	9	7	9	53	Mestrado em Bioquímica, Has a lot of experience about the system and HSM; Adequate for advertised position with experience. Knows quite well how to biobank and collect clinical data (with RedCap) at CAML
Ana Teresa Rajado	9	6	7	8	7	9	48.5	Master degree in Biochemistry Coimbra, Computational Biology Summer School. young researcher has done lab work with cell culture, molecular biology and microbiology. Interested in research, does not fit the adequate profile.
João Portel	9	6	6	6	9	7	48.5	Mestrado Integrado em Medicina, Mestrado em Biotecnologia; Not clearly motivated or interested in the advertised position.
Inês Teodoro	9	7	7	7	6	9	48	Mestrado mircobiologia 16/20; Integration of CEDOC COVID-19 Diagnostics since 07/2020; Good CV but interested in research positions.
Gisela Gordino	7	8	8	7	6	9	47.5	PhD student; Post-Graduation in Clinical Trials, Medical Affairs & Medical Marketing, Invictus Sciences, Lisbon, CLIC – Clinical Investigator Certification Did not understand the objective of the position, over qualified PhD candidate looking for a Post-Doc position.
Andreia Henriques	7	7	8	8	7	7	47	APPLICATION INCOMPLETE , the candidate listed only 2 references instead of 3. PhD in Systems Biology; Currently Postdoctoral Researcher at Computational and Experimental Biology Lab since January 2020, thus clearly over qualified candidate for the current position.
Ana Patrícia Teixeira	7	7	8	7	6	9	46	Curso de Especialização em Monitorização e Investigação em Ensaios Clínicos (72 horas); Good clinical Practice diploma, Worked in Laboratório de Análises Clínicas, has Degree in Biomedical Sciences (2010-2014) Coimbra. No experience; Does not fit the adequate profile.
Carolina Borlido	9	6	6	9	6	8	46	MSc in Biochemistry, Good Clinical PracticeE6 (R2) Certificate, Good Bioinformatic Tools; Good CV but interested in research positions.
Bruno Martins	9	6	6	7	6	9	45.5	Mestrado Bioquímica. In a recommendation letter: "a tremendous passion for the lab work"; Clear lack of experience in clinical studies; Does not fit the adequate profile.

KS
JA
h

ANEXO I

Daniela Silva	9	6	6	7	6	9	45.5	Licenciatura em ciencias biomedicais (2016); Working as a research assistant at dermatology group of IMM with Prof Joao Ferreira; Work in part-time in a clinic aimed at childhood development (children with hyperactivity, autism and other forms of behavioural disturbance and socialization); Good CV but interested in research positions.
Joana Alves	9	6	6	6	5	9	43.5	Master's degree in Marine Resources Biotechnology. 20/07/2020 – 20/01/2021: Research Fellow in the "POINT4PAC" project - Precision oncology and innovative therapies and technologies; Not clearly motivated or interested in the advertised position.
Michelle Pereira	7	7	6	6	6	9	43.5	PhD in Oncology - Completed in 2017/11 Brazilian National Cancer Institute (INCA) – Scientific Research Assistant in Carmo Fonseca's Lab; Did not understand the objective of the position, over qualified PhD candidate looking for a Post-Doc position.
Raquel Santos	7	6	6	7	6	9	42.5	Doing a master thesis. Internship at UIDCHUC (Unidade Inovação Desenvolvimento Centro Hospitalar Universitário Coimbra) about Coordination of Clinical Trials; Not clearly motivated or interested in the advertised position. Want to finish Master;s degree while starting to work as study coordinator.
Laura Frazão	7	6	6	6	6	9	42	Master in Neuroscience. PhD in Tissue Engineering, Regenerative Medicine & stem cells; Not clearly motivated or interested in the advertised position. Weak knowledge about oncology. Did not understand the objective of the position, over qualified PhD candidate looking for a Post-Doc position.
Selma Martins	9	5	5	5	5	7	39.5	Enfermeira Especialista em Enfermagem de reabilitação; Mestrado em Gestão de Unidades de Saúde 15/20; Licenciatura em Enfermagem 15/20; Not clearly motivated or interested in the advertised position.

Karine Serre



Luís Marques Costa



Sérgio Dias



ANEXO I

ANNEX II - Evaluation for Employment Contract - Ref. IMM/CT/69-2021

Applicants	Interview (35%)							Total ANNEX II	Justification	Total ANNEX I + II
	Minimum knowledge of clinical sample processing, procedures and regulations	Communicating with oncologists / surgeons / nurses / researchers / biobank /patients	Knowledge collection of quantitative and qualitative data, and informed consent of patients	Motivation to join Multidisciplinary team	Management skills	Interpersonal skills	Ability to easily adapt to changes and persevere			
	5%	5%	5%	5%	5%	5%	5%			
Ana Lorena Barradas	9	10	9	8	8	9	8	30.5	Already work in oncology department at Hospital Lusiadas. Is participating to multidisciplinary reunion between oncologists, pathologists etc. Collect biopsies. Inform patients. Show good posture. Secure and communicating smoothly and efficiently.	86
Patrícia Corredeira	10	8	8	7	6	6	7	26	Excellent knowledge of biopsie collection and manipulation of samples. Already familiar to HSM and Biobank environment. However, unclear if ready to transition from lab research work to study coordinator.	79
Mafalda Silva	6	6	6	4	9	8	8	23.5	Applied to join Clinical TRIAL study coordinator. Did not understand that the current position was for academic clinical studies.	77.5

Karine Serre



Luís Marques Costa



Sérgio Dias

