

*L. Lopes*

## Jury Meeting Minute

### Study Coordinator position

#### Reference IMM/CT/51-2023

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call for the hiring of a Study Coordinator to join the Rheumatology Laboratory, under the research project "*Stratification of Rheumatoid Arthritis: Computational models to personalise management strategies for difficult-to-treat disease*" (STRATA-FIT – Project number 101080243) funded by HORIZON-HLTH-2022-TOOL-12-two-stage.

The job advert was published in EURAXESS Portugal on 10<sup>th</sup> of July 2023 and also disseminated in iMM website.

The call was opened from 11<sup>th</sup> to 24<sup>th</sup> of July 2023, having applied the following candidate (by alphabetic order):

- Ana Cláudia Raposo
- Ana Rita Hipólito
- Catarina Barbosa
- Cláudia Brás Cruz
- Daniela Amaral Silva
- Inês Sá Pereira Borges
- Margarida Lopes
- Sónia Pereira
- Vanessa Cabral

The candidate Margarida Lopes was excluded because she did not hold the MSc degree as required in the job ad and she was informed of that.

On the 2<sup>nd</sup> of August 2023, the jury composed by Elsa Sousa, Ana Filipa Lopes and Sónia Figueiredo met to analyze the application documents (Motivation Letter, Detailed CV and MSc degree certificate).

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

- **1<sup>st</sup> Phase: Curricular evaluation (30%) and Motivation Letter (20%).**
- **2<sup>nd</sup> Phase: Interview: 50%.** Only the candidates who score at least 40% in phase 1 will be selected for an interview.

#### **Curricular Evaluation (30%)**

The curricular evaluation was based in the following criteria:

- Master's degree in Health Sciences (12,5%);
- Experience in coordinating clinical trials (2,5%);
- Training in clinical trials and in good clinical practice (2,5%);

- Previous experience in clinical research activities (12,5%).

#### **Motivation letter (20%)**

The motivation letter analysis was based in the following criteria:

- Motivation and interest for the activities to be performed (17,5%)
- Written communication (2,5%)

The analysis and discrimination of the admitted candidates' classification in the First Phase of current process are presented in the table of Annex I attached to this minute.

#### **Interview (50%)**

Following the First evaluation phase, all 8 (eight) admitted applicants obtained at least 40% and were invited for an interview. The applicants are identified below.

- Ana Cláudia Raposo
- Ana Rita Hipólito
- Catarina Barbosa
- Cláudia Brás Cruz
- Daniela Amaral Silva
- Inês Sá Pereira Borges
- Sónia Pereira
- Vanessa Cabral

The interview took place on 10<sup>th</sup> of August 2023 and the jury considered the following criteria:

- Good communication skills, collaborative attitude, service-oriented team player (20%);
- Sense of organization, initiative, strong commitment, working ethics and rigor (20%);
- Communication in English (10%).

The candidates Catarina Barbosa and Vanessa Cabral were not available for the interview having communicated that they were no longer interested in the position.

At this stage, the candidate with the highest classification will be the one selected for the position.

Lisbon, 13<sup>th</sup> of September of 2023

Elsa Sousa



Ana Filipa Lopes



Sónia Figueiredo

## ANEXO I

Assinado por: ELSA CRISTINA VIEIRA DE SOUSA  
 Num. de identificação: 11003331  
 Data: 2023.09.13 13:29:14 +0100

**EVALUATION TABLE: ANNEX I - REFERENCE IMM/CT/51-2023**

Candidate	Curricular Evaluation (30%)			Motivation Letter (20%)		Total	Justification
	Master's degree in Health Sciences (12,5%)	Experience in coordinating clinical trials (2,5%)	Training in clinical trials and in good clinical practice (2,5%)	Previous experience in clinical research activities (12,5%)	Motivation and interest for the activities to be performed (17,5%)		
Ana Cláudia Raposo	12,5	0,0	0,0	11,0	14,5	2,0	40,0 Master's Degree in Medical and Molecular Oncology. Absence of experience and training with good clinical practice. Experience only in academic research. Motivated.
Ana Rita Hipólito	12,5	1,2	2,5	11,7	14,5	1,9	44,3 Finished Lusófona course with 18/20. Data entry at EUROTIALS. Weak motivation letter.PhD candidate in the Oncobiology field. Experience in academic research and Experience in clinical research activities.
Catarina Barbosa	12,5	0,0	2,3	10,0	13,5	1,8	40,2 Master's Degree in Medical and Molecular Oncology. Training in clinical research and good clinical practice. Absence of experience in coordinating clinical trials and weak motivation letter.
Cláudia Brás Cruz	12,5	.0,0	2,2	8,2	15,2	2,2	40,2 Degree in biology and a Masters in biomedical sciences. Short clinical trials training and motivated. Contact with hospital environment, Management experience but absence of experience in coordinating clinical trials.
Daniela Amaral Siliva	12,5	0,0	0,0	10,8	14,8	2,1	40,3 MSc in Cellular and Molecular Biology and experience with RA e SLE patients. Absence of experience and training with good clinical practice and without experience in coordinating clinical trials. Only laboratory experience.Personal qualities and described in motivation letter to reinforce the motivation.
Inês Sá Pereira Borges	12,5	0,0	0,0	9,0	16,3	2,3	40,1 Masters in biomedical sciences.Highly motivated. Absence of experience in coordination of clinical trials and training in molecular biology.
Sónia Pereira	12,5	0,0	2,3	10,0	14,3	2,2	41,3 MSc Microbiology. No previous contact with trials activity, despite dedicated training (Lusofona) ongoing.Experience in academic research. Academic career.
Vanessa Cabral	12,5	0,0	0,0	10,7	15,0	2,0	40,2 Msc degree in Pharmaceutical and Therapeutic Chemistry. No previous contact with trials activity or training in this area.Career as a researcher in chemistry and no experience in coordination of clinical trials. Specialized in analytical chemistry motivated for new projects.

**ANEXO I**

Assinado por: ELSA CRISTINA VIEIRA DE SOUSA  
Num. de identificação: 11003331  
Data: 2023.09.13 13:29:48 +0100

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**EVALUATION TABLE: ANNEX II - REFERENCE IMM/CT/51-2023**

Candidate	Total ANNEX I	Interview (50%)		Total ANNEX II	Justification	Total ANNEX I + ANNEX II	Ranking
		Sense of organization, initiative, strong commitment, working ethics and rigor (20%)	Communication in English (10%)				
Ana Cláudia Raposo	40,0	13,5	14,0	9,3	36,8	Lab management experience, calm and focused. Good communication in english	76,8
Ana Rita Hipólito	44,3	13,0	13,8	8,5	35,3	Determined. Experience in communication in English due to last activity and good communication skills during the interview. Available after Oct2023.	79,6
Cláudia Brás Cruz	40,2	13,8	16,2	7,2	37,2	Sincere. Humble. Some experince in English communication.Collaborative attitude. Finance requirements.	77,3
Daniela Amaral Silva	40,3	11,3	13,3	9,3	34,0	Low initiative. Good English level.	74,3
Inês Sá Pereira Borges	40,1	17,2	17,5	7,5	42,2	Organized and resiliente. High initiative. Highly motivated.Good level of English.	82,3
Sónia Pereira	41,3	10,0	11,0	7,2	28,2	Low knowledge on the coordination role and low initiative. Good level of English.	69,5