

iMM is recruiting a Clinical Study Coordinator under an Employment Contract - Reference IMM/CT/69-2021

The iMM – Instituto de Medicina Molecular João Lobo Antunes (iMM) and Clinical Investigation Centre of Lisbon's Academic Medical Centre (CIC-CAML) will cooperate closely and offer vibrant clinical and scientific environments, aiming to nurture innovative ideas in basic, clinical and translational Biomedical Research in Oncobiology. Since 2002, iMM Lisboa has established itself as a leading national and internationally competitive biomedical institute. Both with Hospital de Santa Maria which belong to the CIC-CAML, iMM have dedicated facilities to perform clinical and scientific research providing the necessary infrastructure and services for the support and conduct of high quality clinical research.

What iMM seeks: iMM is looking for a 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 iMM-Laço-HUB Laboratory is seeking a highly motivated, energetic, independent, and compassionate individual to join our team as a Clinical Study Coordinator. He/She will be the key interface between oncologists / surgeons / nurses/ researchers / biobank, and will need to plan, organize, manage, and conduct collections of informed consent, clinical data and samples of breast cancer (tumour and liquid biopsies). This is a specialized role in clinical research that includes working with and under oversight of clinicians as well as research investigators to ensure that all samples are collected in the best possible conditions and that all quality controls are positively checked.

This position is based in Lisbon, principally at iMM and Hospital Santa Maria, but will require moderate local circulation in the Lisbon area, and a lot flexibility to establish excellent connections with other hospitals for example: CUF, LUZ, Champalimaud, IPO Lisboa.

A successful candidate will possess a willingness and desire to work in a diverse Team and also independently. Important he/she should be passionate about iMM-Laço-HUB's missions of bringing hope to the women who are diagnosed with breast cancer and of being an instrumental member of a multidisciplinary team dedicated to create a cellular and molecular map of the breast cancer microenvironment for the design of novel therapies and to support clinical decisions.

The principal activities of the Clinical Study Coordinator will include:

- Communicating with oncologists / surgeons / nurses/ researchers / biobank /patients
- Collection of quantitative and qualitative data, and informed consent of patients
- Maintaining REDCap databases for capturing survey data
- Entering data into research databases
- Collecting biological samples and storage with the most appropriate protocols allowing subsequent determined studies

Profile of Candidate

- Post-graduate degree in Biomedical Sciences would be highly regarded
- Minimum knowledge of clinical sample processing, procedures and regulations
- Experience in clinical data collection with skills in data management and appropriate use of databases; excellent informatics skills
- Adapt to changes with speed and precision, and with the ability to prioritize the decisions and tasks
- Forward thinking, can-do, pro-active attitude
- Able to work carefully, accurately, and consistently
- Possess excellent verbal and written communication and interpersonal skills
- Proficient in English, spoken and written is a plus

Personal qualities required: Must be patient, compassionate, extremely diplomatic, realistic, communicative, open minded, flexible, resilient, friendly.

What iMM offers: iMM will offer outstanding working conditions, including a full-time contract, starting predictably in November 2021, and the possibility to work in the interface between hospital and biomedical institute on clinical and basic research.

Working Conditions: Employment contract for an estimated period of 12 months; - Gross monthly salary between **1071€ - 1200€** based in the experience and merit of the candidate, in accordance with the project budget and iMM Career By-Law. The indicated amount will be subject to the mandatory taxes accordingly to Portuguese Labor Law. To the candidate will also

be paid a meal allowance, holidays and Christmas allowances (the two last allowances will also be subject to the mandatory taxes).

How to apply: Please submit your Detailed CV, Motivation Letter, Degree Certificate and details of the grades in each discipline. Finally please provide the contacts of **3** references, from **13th of September** until **11st of October 2021**, to imm-hr@medicina.ulisboa.pt.

Evaluation Criteria: Applications will be evaluated by Luis Costa, Sergio Dias and Karine Serre (all PhD's) in accordance with the following method:

- 1st Phase: Curricular evaluation: 45% and Motivation Letter: 20%
- 2nd Phase: Interview: 35%

Notification of Results: The results will be published in iMM website at <https://imm.medicina.ulisboa.pt/en/> and all admitted candidates will be notified by email.

Lisbon, 10th of September 2021