HOSPITAL DE LA SANTA CREU I SANT PAU
UNIVERSITAT AUTÒNOMA DE BARCELONA

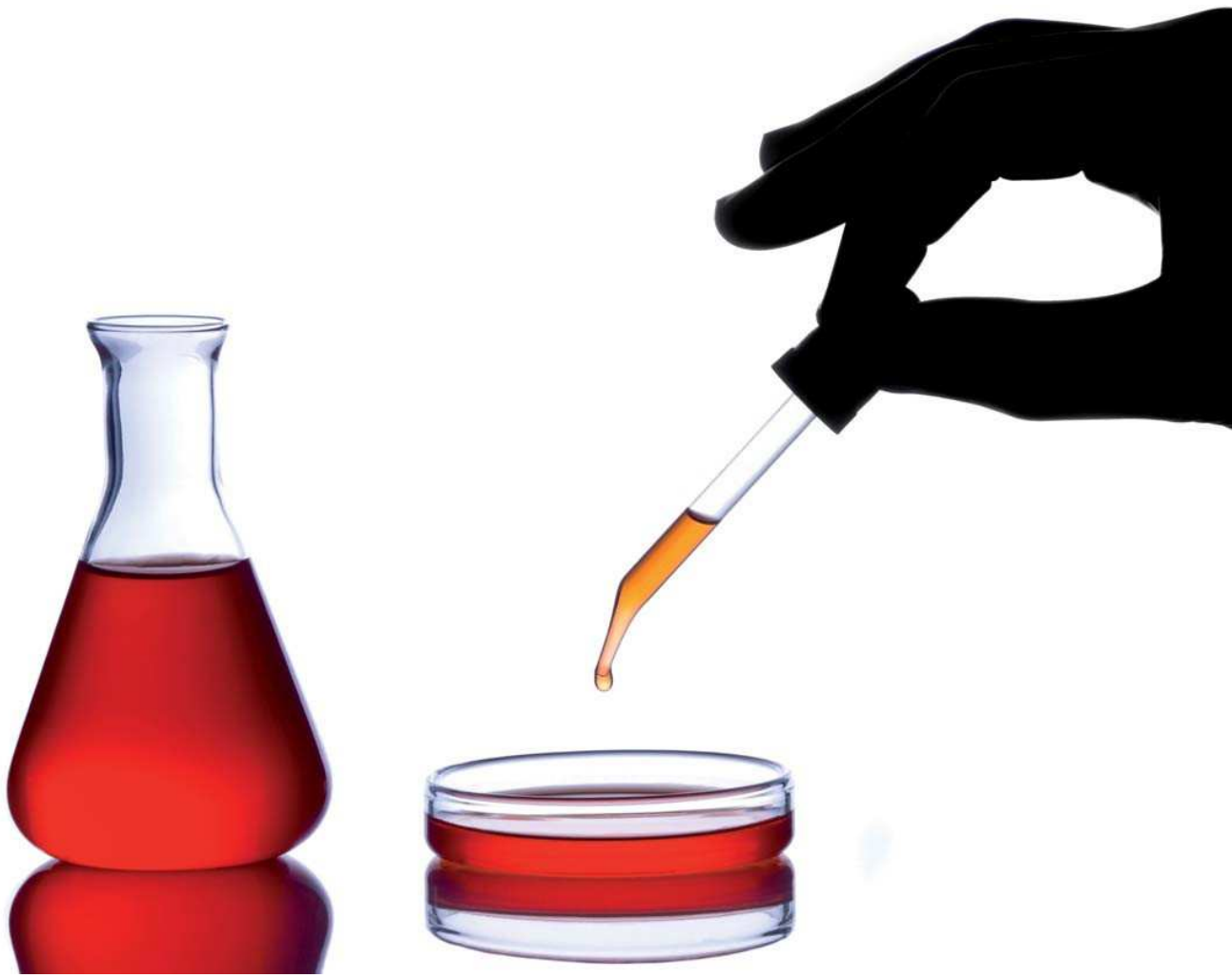
Institut de Recerca

Institut sant pau
Investigació Biomèdica | Barcelona

Welcome Manual

Institut de Recerca

IIB Sant Pau



This Welcome Manual is also available from:

- The HSCSP-IR website at www.recercasantpau.cat.
- The IIB Sant Pau intranet in the section Documentation / Document Explorer /2. IIB Sant Pau entities / IR and FGS.
- The HSCSP intranet in the section Research / HR / Welcome Manual http://intranet/portal/ca/hscsp/8738802.

1. WELCOME FROM THE SCIENTIFIC DIRECTOR

Jaume Kulisevsky
Scientific Director
Research Institute of the Hospital de la Santa Creu i Sant Pau (HSCSP-IR)

Welcome to the HSCSP-IR.

Biomedical research, together with the human touch and professionalism, endows a healthcare institution with prestige. Its importance lies in understanding diseases and in developing or improving healthcare solutions. The institution that you have just joined – the HSCSP-IR – is a dynamic and competitive organization with an all-encompassing vision of healthcare research. It was created in 1992 in order to promote, organize and manage research at the 600-year-old Hospital de la Santa Creu i Sant Pau (HSCSP).

The Sant Pau Biomedical Research Institute (IIB Sant Pau), led and managed by the HSCSP-IR and recently accredited as a health research centre by the Ministry of Science and Innovation, was created as the fruit and recognition of our vision. Thanks to the research conducted at the HSCSP, it is one of the most important health research centres in Catalonia and Spain.

You now belong to a team of professionals with the common goal of encouraging and promoting biomedical research in the HSCSP campus. Multidisciplinarity, results evaluation, added value and knowledge transfer are some of the key aspects of our health research. Quality and work well done are the essence of a way of working that seeks to consolidate, support and attract scientific talent.

To guide you as a new member of our community, we have prepared this Welcome Manual, to inform you regarding our institution, its structure and its services and to help you in your development as a professional.

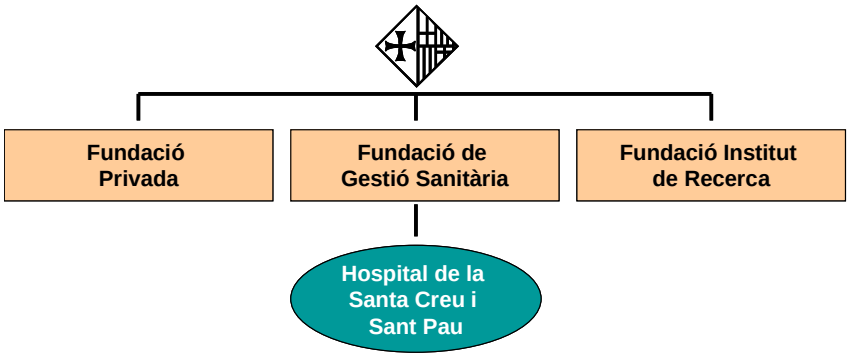
We thank you for choosing to work with us and we hope that your efforts in the HSCSP-IR will contribute to further improving our institution and building a knowledge-based society.

2. BACKGROUND

2.1 The three foundations

The IIB Sant Pau, an entity without legal personality, encompasses three foundations:

- The Health Management Foundation of the Hospital de la Santa Creu i Sant Pau (**HSCSP-FGS**), responsible for hospital management and care activities.
- The Research Institute Foundation of the Hospital de la Santa Creu i Sant Pau (**IHSCSP-IR**), responsible for biomedical research.
- The Private Foundation of the Hospital de la Santa Creu i Sant Pau (**HSCSP-FP**), responsible for patrimony and cultural heritage management.



HSCSP-FP

Responsible for managing and overseeing maintenance and conservation of the art and monuments in the HSCSP historical centre. It also carries out care and charity activities.

Its Board of Trustees, called the Very Illustrious Administration (MIA) is its highest governing body and is composed equally by representatives of the Autonomous Government of Catalonia, Barcelona City Council and the Archdiocese of Barcelona.

The opening in 2009 of the new hospital means that the heritage consisting of the Modernist pavilions can now be used for a new project for the future, namely, the hosting of various kinds of international agencies.

HSCSP-FGS

Responsible for managing patient care activities through the HSCSP.

The Board of Trustees is composed of representatives of the Autonomous Government of Catalonia, Barcelona City Council and the Archdiocese of Barcelona.

The purpose of the HSCSP is to provide medical and healthcare services in Catalonia and so enhance the health of the population.

This high-complexity hospital provides both community and tertiary care services.

HSCSP-IR

This private scientific foundation has as its mission to promote basic, clinical, epidemiological and healthcare research in the health sciences and biomedicine.

Its Board of Trustees includes members representing the Autonomous Government of Catalonia, the MIA, the HSCSP-FGS and the Autonomous University of Barcelona (UAB), among others.

In 2009, together with nine other organisations, it founded the IIB Sant Pau, which, in 2011, was accredited as a Carlos III Health Research Institute (highest recognition for research in Spain). In 2011 it was also recognized as a Catalan CERCA Institute-approved research centre.

2.2 HSCSP

The HSCSP is a high-complexity hospital, which, at some 600 years old, is the oldest hospital in Spain. Its catchment area is Barcelona and, more indirectly, Catalonia, and it also has a significant impact on the rest of Spain and internationally.

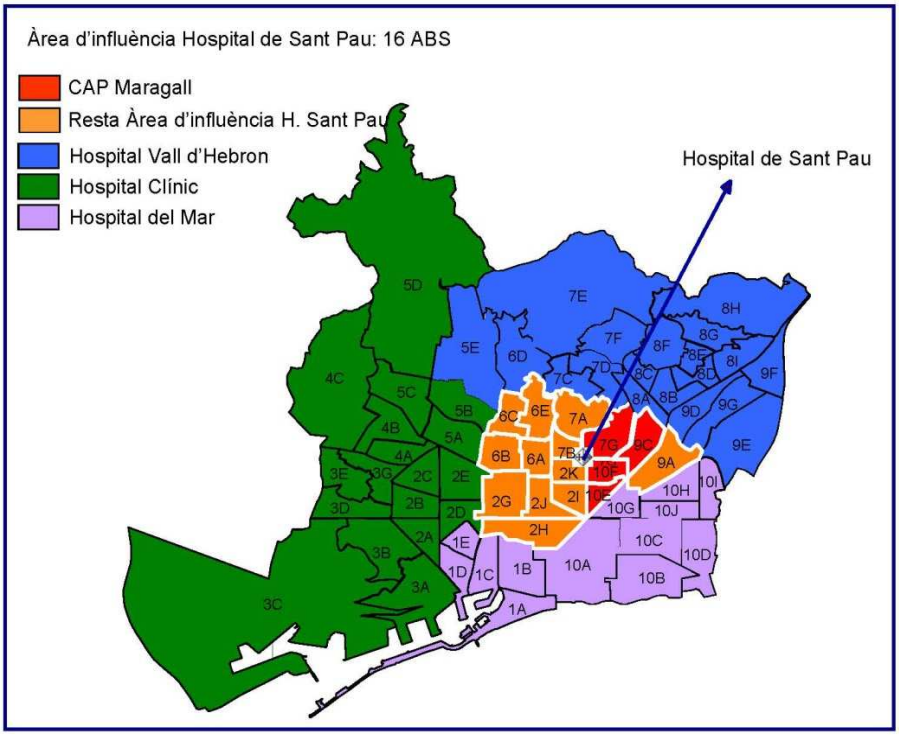
Its care function includes many activities, some considered landmarks. Currently it annually deals with around 34,000 admissions, 150,000 emergency visits, 300,000 outpatient visits and 60,000 day-hospital visits. The HSCSP has 136 day-hospital stations, 644 hospital beds and 21 operating theatres.

The scope of the teaching carried out at the hospital is very broad and encompasses the Faculty of Medicine at the Autonomous University of Barcelona (UAB), the University School of Nursing, as well as participation in the MIR programme for training specialists, postgraduate courses, continuing education, etc.

Activity in research places the HSCSP at the forefront of Spain's most important hospitals, as evidenced by the number of publications and their impact factor and the number and quality of funded projects and awarded grants.

The HSCSP is governed by the Board of Trustees of the HSCSP-FGS, with members representing the Autonomous Government of Catalonia, Barcelona City Council and the Archdiocese of Barcelona.

The hospital is a tertiary hospital belonging to the hospital network of Catalonia. It is a high-complexity, community hospital and the main hospital in the Catalan public system. Its immediate catchment area is the Dreta de l'Eixample Integrated Health Area in Barcelona city.



The portfolio of services includes specialist care in the following areas:

- Medical, surgical and ambulatory outpatient and day hospital care
- Support for primary care, home care and palliative care for terminally ill patients
- Support for clinical diagnosis, therapy, rehabilitation and care
- Advocacy, education, disease prevention and mental health
- 24-hour emergency care.

Its portfolio of care services, linked to the National Health System, is the set of techniques, technologies and procedures (methods, activities and resources based on scientific knowledge and experimentation) through which healthcare services are provided.

2.3 History

The HSCSP's history is very closely linked to that of Barcelona and Catalonia. The Hospital de la Santa Creu was founded in 1401 through the merger of six hospitals that existed at that time in Barcelona. In the late nineteenth century, due to population growth and to advances in medicine, the hospital was considered too small for the city, so a new building was planned. Thanks to funds made available by the banker Pau Gil, the cornerstone of the new hospital was laid on 15 January 1902.

The new hospital was renamed the Hospital de la Santa Creu i Sant Pau (HSCSP) to commemorate its benefactor. Lluís Domènech i Montaner was the architect in charge of the project and his design led to the

HSCSP building becoming the most representative civil building of Catalan Modernist architecture.

The HSCSP is a landmark monument in the heritage and culture of the city of Barcelona and Catalonia. Its value arises not only from its urban location but also has European and international resonance. The HSCSP Modernist buildings were declared a World Heritage Site by UNESCO in 1997 in view of their uniqueness and artistic beauty.

Since its foundation in 1401, the hospital has experienced constant evolution, with its original mission of serving the poor and pilgrims as a Christian charity constantly adapting to changing times. It is now a people-centred referral hospital, open to its local healthcare setting and society.

In 2009, the HSCSP moved to its new location in the northern part of the 13 hectares of land that form the Modernist enclosure at the corner of C/San Quintí and C/Mas Casanovas in Barcelona.

The new hospital is a modern and versatile modular building, capable of adapting to future possible changes in the distribution of spaces.

Covering some 83,000 m^2, all its healthcare activities are grouped in a single building consisting of a large central block (36,022 m^2) and four ancillary blocks (46,878 m^2).

Departments and services are grouped into three major functional care areas:

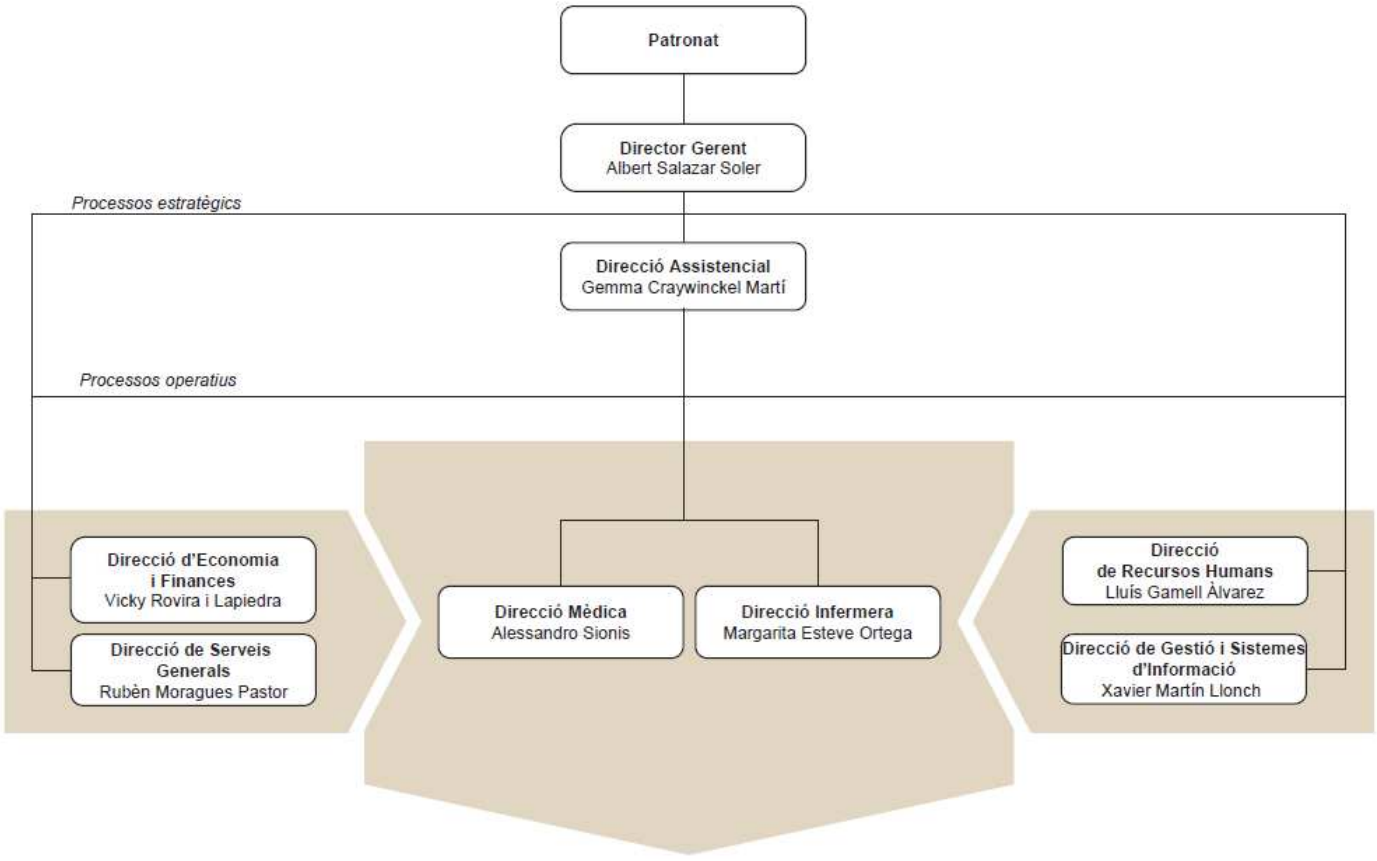
- The outpatient area, located in the central block
- The hospitalization area, located at the top of the four ancillary blocks.
- Diagnosis and treatment areas, occupying the entire surface area below the five blocks.

The dialectical relationship between knowledge and medical practice has been a constant in the history of the HSCSP. From the late nineteenth century, great figures gradually introduced new practices and modern surgical and medical specialties such as dermatology, traumatology, ophthalmology, gynaecology, radiology, neurology and urology, not to mention innovative techniques like the use of insulin and the inclusion of microbiology in protocols.

From the mid-1960s, the HSCSP resumed its leadership in Catalonia in terms of care and by developing new management models, including a complaints and suggestions department, and creating new areas such as the University School of Nursing, a modern emergency department, a department of experimental surgery and the first coronary unit in Spain.

This vocation for innovation would lead to the creation, in 1992, of the HSCSP-IR, which has as its mission to promote basic, clinical, epidemiological and healthcare research in the health sciences and biomedical fields and, ultimately, to enhance the health of the population.

2.4 HSCSP-FGS organigram



3. IIB SANT PAU

The IIB Sant Pau was established on 27 May 2009 as a health consortium (without a legal personality), composed of organizations with natural affinities due to their geographical proximity and a shared history, each performing their own basic medicine, clinical, epidemiological and health service research in collaboration with each other and with other scientific bodies.

The cooperation between the consortium members represents a major leap forward in terms of promoting translational research aimed at accelerating the application of discoveries in basic research to clinical practice, that is, to care of the patient.

3.1 Mission and objectives

Mission

To promote, develop, manage and disseminate research in the health sciences.

Objectives

The IIB Sant Pau has a number of strategic objectives guiding its activities and designed to achieve its mission. These are as follows:

- To promote closer relations and knowledge exchanges between researchers and to conduct translational research with applications in clinical practice
- To promote the organization of courses, conferences and seminars that ensure the dissemination of scientific advances to society and the facilitation of innovation and technology transfer to the productive sector
- To promote and participate in ongoing training of researchers
- To participate in the coordination of biomedical research policies in Catalonia, through a strong presence in national and international research projects and networks of excellence
- To acquire, maintain and optimize the use of infrastructure and scientific and technological equipment.

3.2 Members

HSCSP-FGS

The HSCSP-FGS manages the HSCSP high-tech, specialist hospital which performs care, teaching and research functions in the clinical, epidemiological and health service areas.

www.santpau.cat

HSCSP-IR

The HSCSP-IR fosters, manages and disseminates biomedical research conducted in the HSCSP.

www.recercasantpau.cat

HSCSP-FP

The HSCSP-FP, as the owner of the HSCSP, has as its aims the construction, improvement and maintenance of healthcare facilities and ancillary and complementary activities.

www.fundacioprivada-santpau.cat

Autonomous University of Barcelona

The UAB is a public university offering higher education through teaching, research and study. In collaboration with the Agrupació Mútua del Comerç i de la Indústria (AGMI) insurance group, it governs the Board of the Foundation for Health and Ageing, whose aims are to deepen knowledge of various aspects of ageing and so improve quality of life for the elderly.

www.uab.es - salut-envelliment.uab.cat/

Catalan Institute of Cardiovascular Sciences

The ICCC has as its aim to conduct basic and clinical research in the field of cardiovascular disorders and heart disease and to ensure that basic research is transferred to therapeutic and diagnostic developments.

www.iccc.cat

Puigvert Foundation

The Puigvert Foundation focuses on the development of the urology, nephrology and andrology specialisms in terms of care, teaching, training and research aspects.

www.fundacio-puigvert.es

Blood and Tissue Bank

This public health service carries out care, teaching and research activities in transfusion medicine and tissue banking.

www.bancsang.net

Iberoamerican Cochrane Centre

This nonprofit scientific organization prepares and disseminates systematic reviews of healthcare interventions, with the aim of promoting medical practice based on the best available scientific evidence.

www.cochrane.es

Barcelona-Sardenya Primary Care Centre

This medical teaching centre belonging within the public health system performs research activities in relation to clinical trials and epidemiology studies.

www.eapsardenya.net

Public Health Agency of Barcelona

This autonomous body created by the Health Consortium of Barcelona has as its main mission to analyse the health of the population and its determinants and to develop policies to maintain and improve the health of the population.

www.aspb.es

For further information: www.recercasantpau.cat

3.3 Research areas

The IIB Sant Pau was formally accredited as a Healthcare Research Institute by the Spanish Ministry of Science and Innovation in March 2011. This accreditation means external recognition of the excellence of its research and also the possibility of participating in a network of research institutes linked to the Spanish National Health System.

The IIB Sant Pau has the material and human resources necessary to conduct quality translational research, including 6,000 m² of premises and shared research facilities and some 400 basic and clinical scientists. It has seven thematic research areas:

Cardiovascular Diseases

The great diversity of the groups in this area gives research varied perspectives, whether in developing or testing the effectiveness of new biomarkers or in investigating the metabolic and genetic bases of diseases, thereby improving results and possible applications in the short term to new therapies.

Genetic, Metabolic and Inflammatory Diseases

Investigated by the groups in this area are nutrition-related diseases such as diabetes and obesity, but also many hereditary diseases, infectious diseases like tuberculosis and AIDS, and rare diseases.

Haematological and Oncological Diseases

The primary focus is research into head, neck, colorectal, breast, ovarian and haematological cancers, lymphomas, sarcomas, leukaemia and ENT cancers. Research covers areas such as nanomedicine, new antitumor agents and the identification of predictive molecular markers.

Neurological, Mental and Ageing Disorders

The best known and most common examples of these disorders are Alzheimer, Parkinson and autism, but other related conditions include Huntington disease, ataxias and amyotrophic lateral sclerosis. The research in this area is complemented by that conducted by the Sant Pau Centre for Drug Research (CIM Sant Pau), which evaluates the effectiveness of new therapies and drugs in humans.

Uronephrology and Experimental Surgery

Research into experimental surgery, understood as an independent and complementary research line, provides new insights, techniques and procedures for combating disease. The work of the Puigvert Foundation complements this area, given its experience as a reference centre in Spain in the andrology, urology and nephrology areas.

Epidemiology, Public Health and Healthcare Services

Research in these areas aims to determine the magnitude and distribution of public health problems and identify their determinants, with the goal of evaluating the effectiveness and efficiency of public interventions and prevention practices. The ultimate aim is to reduce patient risk and make healthcare safer by promoting evidence-based medical practice and ensuring the use of conscious, explicit and rational decision-making concerning patient care.

Molecular, Genomic, Cellular and Kinetic-Dynamic Bases for Diseases and their Treatment

This area focuses on the structure of proteins associated with neurodegenerative diseases and inflammatory processes and on factors linked to the innate immune system. Such studies are vital to understanding diseases of the heart, blood and nervous systems and to making advances in the fields of cancer and epidemiology.

3.4 Research groups and associated groups

(A1) Cardiovascular Diseases

(A101) Juan Cinca Cuscullola. Clinical and translational cardiology

(A102) Juan Carlos Souto. Thrombosis and haemostasis

(A103) Jordi Ordóñez Llanos. Cardiovascular biochemistry

(A104) Lluís Vila Navarro. Angiology, vascular biology and inflammation

(A105) Lina Badimon Maestro. Molecular and therapeutic pathology of ischaemic and atherothrombotic diseases

(A107) Teresa Padró. Biomarkers of disease progression

(A109) José Martinez. Atherosclerosis and vascular biology

(A110) Leif Hove-Madsen. Cardiac rhythm and contraction

(A111) Vicenta Llorente. Cardiovascular disease and lipids

(A2) Genetic, Metabolic and Inflammatory Diseases

(A201) Montserrat Baiget Bastus. Genetic diseases

(A202) Francisco Blanco Vaca. Metabolic bases for cardiovascular risk

(A203) Cándido Juárez Rubio. Inflammatory diseases

(A204) Alberto de Leiva Hidalgo. Endocrinology, diabetes and nutrition research (EDUAB-HSP)

(A205) Susan Webb Youdale. Pituitary diseases

(A206) Carlos Guarner. Digestive pathology

(A207) Pere Coll Figa. Centre for Research in Infectious Pathology and Clinical Microbiology (CREPIMC)

(A208) Jordi Casademont. Multi-organ damage studies

(A209) Vicente Plaza Moral / David Ramos Barbon. Chronic respiratory diseases (GREC)

(A210) María del Mar Gutierrez. HIV/AIDS research

(A3) Haematological and Oncological Diseases

(A301) Agustí Barnadas Molins. Clinical research in oncology

(A302) Ramon Mangues Bafalluy. Oncogenesis and antitumorals

(A303) Josep Nomdedéu Guinot. Haematological diagnosis.

(A304) Jaime Prat Díaz de Losada. Molecular pathology of cancer

(A305) Miquel Quer i Agustí. ENT cancers

(A306) Jordi Sierra Gil. Oncological haematology and transplantation

(A4) Neurological, Mental and Ageing Disorders

(A401) Joan Martí Fábregas. Cerebrovascular disease

(A403) Isabel Illa Sendra. Neuromuscular diseases

(A404) Jaume Kulisevsky Borjasky. Parkinson disease and movement disorders

(A405) Olga Pol Rigau. Molecular neuropharmacology

(A406) Rosa María Antonijoan. Pharmacological research in humans

(A407) Maria J. Portella. Clinical psychiatry

(A408) Jordi Clarimon. Genetics in neurodegenerative diseases

(A409) Jordi Riba. Human neuropsychopharmacology

A410) Albert Lleó. Neurobiology of dementia

(A411) Beatriz Gomez Anson. Neuroradiology

(A412) Antoni Salvà. UAB Foundation for Health and Ageing

(A413) José Carlos Pérez de los Cobos. Addictive behaviours

(A414) Alex Bayes. Molecular physiology of the synapse (emerging group)

(A5) Uronephrology and Experimental Surgery

(A501) Manel Trias. General and digestive surgery

(A502) Joan Molet. Neurosurgery

(A503) José Ballarín. Research in nephrology

(T6) Epidemiology, Public Health and Healthcare Services

(T601) Xavier Bonfill Cosp. Clinical epidemiology and healthcare services

(T602) Carles Ariza. Evaluation of public health policies and programmes

(T603) Catherine Pérez. Transport and health: injuries and mobility

(T604) Joan A. Caylà Buqueres. Transmissible diseases

(T605) Carme Borrell. Health inequalities

(T606) María Teresa Brugal. Epidemiology of addictions

(T607) Carlos Brotons. Primary care research

(T7) Molecular, Genomic, Cellular and Kinetic-Dynamic Bases for Diseases and their Treatment

(T701) José Manuel Soria Fernández. Genomics and bioinformatics of diseases with a complex genetic basis

(T702) Pablo Fuentes Prior. Molecular basis of disease.

(T703) Marta Valle Cano. Pharmacokinetic and pharmacodynamic modelling and simulation.

(T704) Joan Garcia López. Generation of advanced therapy drugs

Associated Groups

(B801) Salvador Benito. Emerging processes of prevalent diseases

(B802) Montserrat Ribas Morales. Radiophysics and radioprotection

(B804) Eduardo Carrerras. Paediatrics

(B805) José Antonio Buil Calvo. Ophthalmology

(B806) Ignasi Carrió. Nuclear medicine

(B807) Jordi Mancebo. Intensive medicine

(B808) M. Antonia Mangues. Pharmacy

(B809) Lluís Puig. Dermatology

(B810) María Victòria Moral. Anaesthesiology

(B812) Jaume Masià. Plastic surgery

(B813) Antonio Pascual López. Palliative care

(B814) Eduard Ruiz Castañé. Andrology

(B815) Humberto Villavicencio. Urology

(B816) Jordi Craven-Bartle. Radiotherapeutic oncology

(B817) Xavier Crusí Sererols. Locomotor apparatus research

(B818) Antonio Escartin. Multiple sclerosis and epilepsy studies

(B819) Elena Català. Pain and neuroscience

(B820) Laura Lopez. Research into healing

(B821) Joaquim Calaf. Reproductive health

(B822) Matilde Parreño. Translational molecular oncology

(B824) Josep María Padró. Cardiac surgery

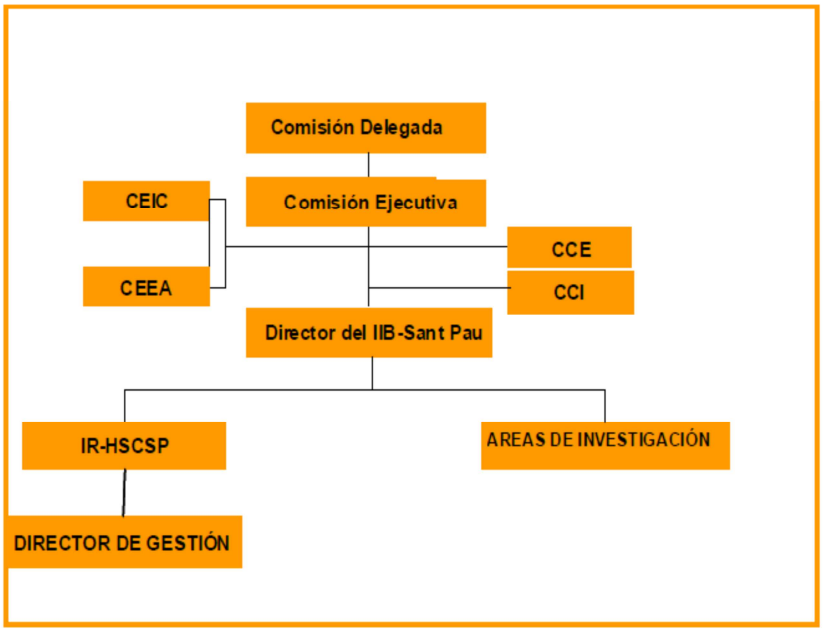
(B825) Cristina Rodríguez. Inflammation and vascular remodelling

3.5 The IIB Sant Pau in figures

Data as of 2014

❖ Researchers	**> 400**
❖ Thematic research areas	**7**
❖ External Scientific Committee accredited groups	**52**
❖ Groups with scientific production	**75**
❖ Publications with impact factor	**933**
❖ Total impact factor	**4074.22**
❖ Mean impact factor	**4.37**
❖ Number of projects (granted in 2014)	**66**
❖ PhD theses	**36**
❖ Number of new clinical trials	**118**
❖ Participation in networks	**19**

3.6 Governance



CEIC: Clinical Research Ethics Committee CEEA: Animal Experimentation Ethics Committee

CCE: External Scientific Committee CCI: Internal Scientific Committee

Steering Committee

This is the highest governing body of the IIB Sant Pau, composed of one representative each from the institutions and centres that make up the IIB Sant Pau. The presidency is held by the Director of the HSCSP-FGS.

Executive Committee

The Steering Committee appoints the Executive Committee as the day-to-day governing body of the IIB Sant Pau.

The IIB Sant Pau has no legal personality nor does it have its own management structure but is managed by the HSCSP-IR.

4. HSCSP-IR

The HSCSP-IR is a private scientific foundation established on 4 June 1992. It has legal personality and full legal capacity to act in order to fulfil its aims, in accordance with its bylaws and the applicable legislation.

Governance, representation, administration and disposal of assets of the HSCSP-IR are entrusted to its Board. As the supreme governing body of the HSCSP-IR, the Board is composed of representatives of the Autonomous Government of Catalonia, the MIA, the HSCSP-FGS and the UAB, among others.

The objectives and purposes of the HSCSP-IR are to promote and develop medical and scientific research, design medical care programmes and hospital organization plans and conduct historical research into medicine and hospitalization. The HSCSP-IR channels the demands and needs of the scientific community, ensures fairness in the allocation of resources to researchers (space, staff, materials, etc) and promotes the transfer of research results to clinical practice. Its functions include managing operational level agreements and contracts, providing information and advice, processing and tracking funds allocated to public and private research and providing high-tech services and equipment.

MISSION

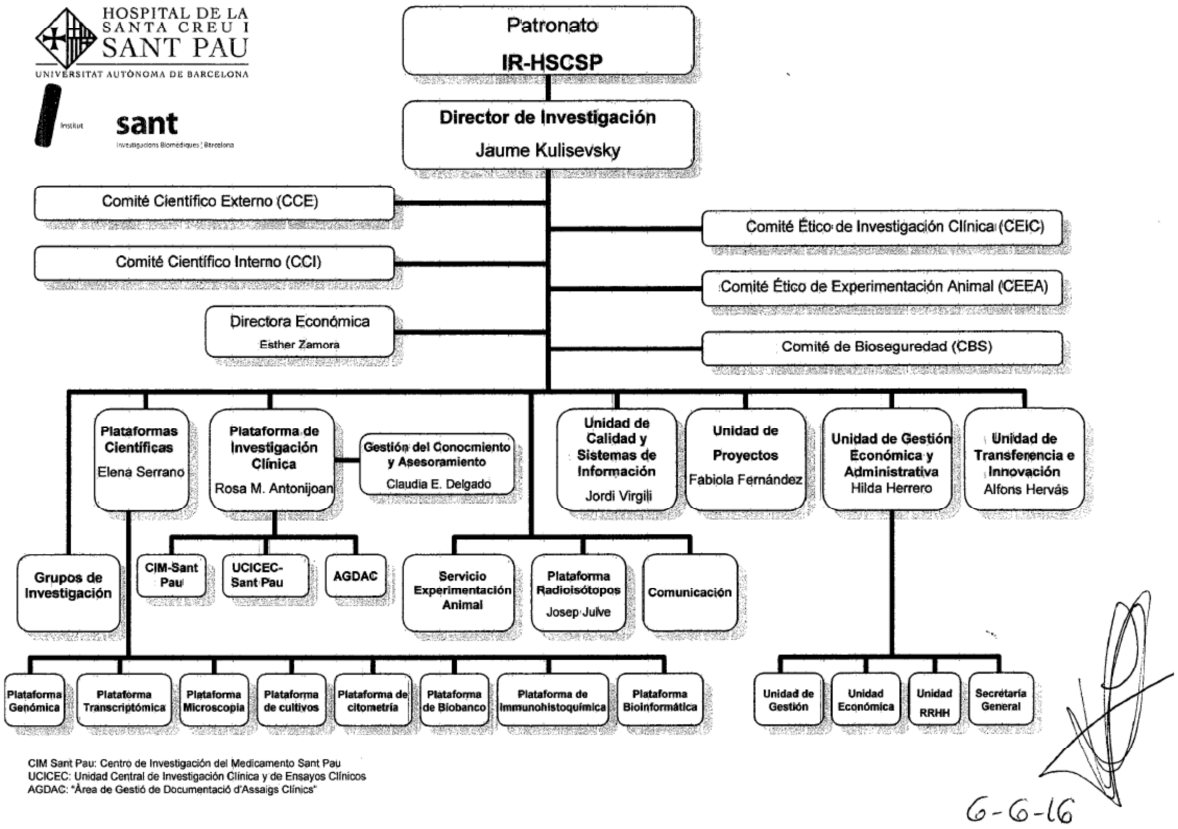
The HSCSP-IR private scientific foundation has as its mission to promote basic, clinical, epidemiological and healthcare research in the health sciences and biomedicine, so as to ultimately improve the health of the population.

The foundational aims of the HSCSP-IR also include the organization of courses, seminars and open days and the dissemination of research results via publication.

The HSCSP-IR is a University Research Institute affiliated with the UAB.

The HSCSP-IR's Code of Good Governance is available to all stakeholders interested in its activities. It can be consulted in the IIB Sant Pau intranet in the section: Documentation / Document Explorer / 2. IIB Sant Pau entities / IR and FGS / Internal regulations.

4.1 Organigram



4.2 Management

Scientific Director

Jaume Kulisevsky (Ext. 7613)

The Scientific Director, appointed by the Board, is responsible for executive management of the HSCSP-IR. Functions are as follows:

a) To manage and organize HSCSP-IR research activities.

b) To propose a programme of research line activities with their cost and funding sources to the Board.

c) To propose an annual budget for the HSCSP-IR to the Board.

d) To nominate persons for key management roles to the Board, including finance, and, if necessary, consultants.

e) To coordinate measures to obtain the resources necessary to achieve HSCSP-IR objectives.

f) To report and render account to the Board regarding HSCSP-IR research programmes and activities.

g) To oversee research and support staff hiring processes and the secondment of scientific and technical and research staff from other institutions to the HSCSP-IR.

h) To propose whatever services may be necessary for the HSCSP-IR to develop its activities and functions.

i) To propose internal rules of procedure to the Board.

j) To formalize collaboration agreements with public and private institutions whose value is within the maximum amount authorized by the Board.

Financial Director

Esther Zamora (Ext. 7613)

The Financial Director is nominated by the Scientific Director and appointed by the Board. Functions are as follows:

a) To manage finance and accounts, administer funds from other institutions and agencies, prepare annual accounts, administer the affairs of the HSCSP-IR, handle documentation and prepare management reports.

b) To execute contracts for works, services and supplies as delegated by the Board on behalf of the HSCSP-IR.

c) To manage, in accordance with Board guidelines, the human resources of the HSCSP-IR, the hiring and firing of staff, incidents, employment contracts, service provision contracts and grants and subsidies.

d) To ensure the necessary resources and administrative support for meetings of the Board and other organs of the HSCSP-IR.

e) In accordance with Board guidelines, to ensure the conservation of HSCSP-IR wealth, monitor its inventory of assets, execute credit operations and perform whatever legal and administrative acts as are necessary regarding all kinds of fixed and current assets, bonds and securities.

Research Steering Committee

This body, responsible for HSCSP-IR operations, is composed of senior HSCSP-IR managers and departments as follows: Scientific Director, Financial Director, Financial Administration Department, Projects Department, Transfer and Innovation Department, Quality and Information Systems Department and the Scientific-Technical Platforms.

Management and Administration Department

Head: Hilda Herrero (Ext. 7873)

The main functions of this department include:

a) Procurement management, recruitment management, contracts and agreements management and management of financial reports and other administrative processes of the HSCSP-IR.

b) Management of financial operations and criteria applied before public and private organizations.

c) Management of financial and human resources and implementation of tax, accounting, legal and employment regulations.

d) Budgetary monitoring.

e) Financial reporting to the Autonomous Government of Catalonia, the Foundations Protectorate, etc.

f) Coordination of actions related to labour inspections, tax authority requirements and new judicial, tax and employment legislation.

g) Coordination with HSCSP-FGS departments (human resources, maintenance, security, computer systems, administrative control, finance, contracting, etc).

Human Resources Department

Staff: Rafael Fernández (Ext. 7609)

The main services provided to HSCSP-IR staff are as follows:

a) Management support to research groups in human resource-related areas.

b) Competitive call management.

c) Management of recruitment, resignations and dismissals, promotions and demotions, etc.

d) Management of various administrative procedures including IT, leaves of absence, immigration, social security, mutual insurance, etc.

e) Payroll processing.

General Secretariat

Staff: Rosa María Garcia (Ext. 7898) and Marta Lorente (Ext. 7610)

The main function of the General Secretariat is to support research groups in relation to:

a) Organization of courses and attendance at conferences (travel planning).

b) Applications and requests for training.

c) Support for the Human Resources Department in various administrative procedures.

d) Support for the Administrative Control Department in maintaining financial management databases.

e) Management of agreements related to training and volunteering.

f) Coordination with schools regarding guided training tours.

g) General administrative procedures (storage, general archives, courier and messaging services, etc).

Projects Department

Head: Fabiola Fernández (Ext. 7871)

Responsible for researcher evaluation processes, monitoring official competitive calls, management and monitoring of competitive projects, management and monitoring of cooperation agreements and of contracts with industry. Reporting.

Functions:

New research grants

- Analysis of competitive calls to publicize them in accordance with criteria as established by management.
- Advice provision in response to inquiries from researchers.

- Preparation, monitoring and control of application protocols, in accordance with criteria as established by management in relation to contracting/acquisition of staff, inventory, authorizations, research ethics committee (CEIC), etc.
- Control, monitoring and management of competitive call incidents and resolutions.
- Registration of applications.
- Systematic provision of information on competitive call decisions.

Awarded research projects

- Management of expenditure according to awarded grant criteria.
- Reporting. Preparation of financial reports with researchers.
- Control and monitoring of projects with a staff component.
- Control and monitoring of grants assigned exclusively to recruitment.
- Control and resolution of budgetary items and balances, including incidents.
- Processing and monitoring of cooperation agreements for projects.
- Sponsorship agreements for courses.
- Donation agreements for inventoriable equipment.

Quality and Information Systems Department

Head: Jordi Virgili (Ext. 7868)

UNIT OF QUALITY

Activities:

a) To support, advise, audit, training, monitoring and evaluation of implementation of quality systems, the principles of Good Laboratory Practices, Good Clinical Practice, UNE 166002, ISO 9001 and Good Scientific Practice .
b) Coordinate the process of quality certification.
c) Drafting, updating and distribution of SOPs related to the quality assurance program.
d) Spread the culture of quality within the organization.

INFORMATION SYSTEMS

Activities:

a) Coordinate the collection of SIRECS indicators.
b) Coordinate the preparation of statistical reports for various agencies.
c) Update information about staff and research on the intranet.
d) Update the information on clinical trials in internal databases.

SUPPORT TO DIRECTION

Activities:

a) Coordinate the process of accreditation of IIB Sant Pau as Health Research Institute.
b) Acting secretary of IIB Sant Pau's governing bodies: Monitoring Committee, Executive Committee, External Scientific Committee and Scientific Committee Procedure.
c) Coordinate the evaluation procedure of research groups and researchers.

d) Coordinate the institute's external evaluation performed by CERCA instituion.
e) Coordinate the functional plan of the new research building.

Innovation and Transfer Department

Head: Alfons Hervàs (Ext. 7869)

The main functions of this department are as follows:

a) Management of the technological innovations of researchers: innovation training and consultancy in innovation, idea generation, invention evaluation, protection of results, management of public subsidies for project development, technology transfers and spin-off creation.

b) Negotiation and processing of researcher agreements with other entities: scientific collaborations, service provision and donations.

c) Management of external staff agreements: volunteers, university placements, training placements and external researcher stays.

d) Dissemination and support for researcher applications for international competitive research grants.

e) Coordination and implementation of research and innovation management support tools.

f) External representation of IIB Sant Pau.

4.3 Sant Pau Clinical Research Platform (PIC)

Head: Rosa Antonijoan (Ext. 7199)

The Sant Pau Clinical Research Platform (PIC Sant Pau) is divided into four functional units: CIM Sant Pau, UCICEC Sant Pau, the Clinical Trial Documentation Management Unit (AGDAC) and the Knowledge Management and Advice Unit (UGCA).

CIM Sant Pau

CIM Sant Pau specializes in conducting phase I clinical trials with healthy volunteers and also supports the implementation of phase II or III clinical trials with HSCSP patients in collaboration with different hospital departments.

- Clinical trials of no therapeutic interest to the participants (phase I, special populations, pathophysiological research, biomarkers, proof of concept, food product testing, healthcare technology trials).
- Clinical trials in neuropsychopharmacology.
- Early-phase therapy development clinical trials (phases II and III).

UCICEC Sant Pau

UCICEC Sant Pau performs the following support activities related to non-commercial clinical trials:

a) Documentation preparation.

b) Monitoring and follow-up.

c) Financial and contractual arrangements.

d) Medication management.

Clinical Trial Documentation Management Unit (AGDAC)

Head: Montse Ruiz (Ext. 7111)

Located on Floor -2 of the new hospital, the AGDAC consists of research group staff supporting commercial clinical trials. It has an archive area for active clinical trial documentation, a sample storage area and three clinical trial monitoring rooms. It is also responsible for managing the external archives for completed clinical trials.

Knowledge Management and Advice Unit (UGCA)

Staff: Claudia Erika Delgado (Ext. 7634)

Functions are as follows:

a) Advice on developing study protocols.

b) Feasibility studies of research projects.

c) Project needs analyses.

d) Dimensionality analyses.

e) Analysis of applicable subsidies.

f) Support for the preparation of study start/end documentation and materials.

g) Analysis of research results.

h) Derivative project identification and funding sources.

i) Project management.

4.4. Scientific-Technical Service Platforms

Head: Elena Serrano (Ext. 7225)

Excellence in biomedical research requires the use of highly sophisticated and costly technical equipment, which in turn require the training and/or hiring of highly specialized staff. In order to enhance returns on investment and the efficient use of available resources, the IIB Sant Paul has established eight scientific-technical service platforms:

- Genomics Platform
- Transcriptomics Platform
- Bioinformatics Platform
- Microscopy Platform
- Immunohistochemistry Platform
- Cytomics Platform
- Cell Culture Platform
- Biobank

In short, the platforms have been established to enable the following:

- To facilitate access to high-level techniques and technologies that may not be available to individual groups.
- To provide services at a reduced cost and optimize human and material resources.

- To make optimized workflows and methods available to researchers.
- To provide technical and methodological guidance and support.

Platform staff have the following general functions:

- To provide the services that form part of the platform portfolio.
- To provide the necessary training in autonomous use of platform equipment.
- To maintain/ensure maintenance of platform equipment.

Genomics Platform

Email: sequenciacio_ir@santpau.cat

Functions:

- Next-generation sequencing: full transcriptome genotyping, RNA-Seq, AmpliSeq, ChIP-Seq, amplicon sequencing and sequencing and identification of microorganisms.
- Capillary sequencing: mutational analysis, microorganism identification and lines validation.
- Analysis of fragments: microsatellite instability, loss of heterozygosity studies in pathological conditions, mutation detection and genotyping, quantification of gene copy numbers, methylation studies and studies of polymorphisms associated with disease states.

Equipment:

- Ion Torrent Personal Genome Machine.
- Ion OneTouch™ system.
- 3130xl Genetic Analyzer capillary electrophoresis sequencer.

Transcriptomics Platform

Email: transcriptomica@santpau.cat

Functions:

- Affymetrix microarray hybridization and analysis
  - RNA and micro-RNA expression profiles in normal and diseased conditions and treatment.
  - Loss of heterozygosity, copy number analysis and genome-wide detection of mutations.
  - Genome-wide linkage and association.
- Real-time quantitative PCR (gene expression, allelic discrimination).

- Evaluation of nucleic acid quality (Bioanalyzer 2100).
- Quantification of nucleic acids (Bioanalyzer 2100 Nanodrop).

Equipment:

- Affymetrix array platform (upgrade 7G)
- ABI 7900HT real time quantitative PCR (384-well plates and TLDA).

Bioinformatics Platform

Email: coordinacio-plataformes@santpau.cat

Functions:

- Support for high-throughput experiment design.
- Support for biostatistical and bioinformatic analyses, mainly of genomic and transcriptomic data (sequencing, ultrasequencing, gene expression, genotyping, differential expression, GWAS, etc)

Equipment:

- Workstation

Microscopy Platform

Email: microscopia@santpau.cat

Functions:

- Confocal microscopy in living and fixed cells:
  - Immunofluorescence of 2 to 5 fluorochromes.
  - 3D and 4D image reconstruction.
  - Colocalization studies.
  - Inter- and intramolecular interactions (FRET and FLIM).
  - Molecular diffusion time (FCS).
- Conventional fluorescence microscopy (immunofluorescence with 1 or 2 fluorochromes, FISH) in living and fixed cells.

Equipment:

- Leica SP5 multispectral confocal system with AOBS, high-resolution scanning, high-speed tandem digitization, FLIM/FCS modules and a time-lapse incubation system
- Zeiss digital microscope with a time-lapse incubation system

Immunohistochemistry Platform

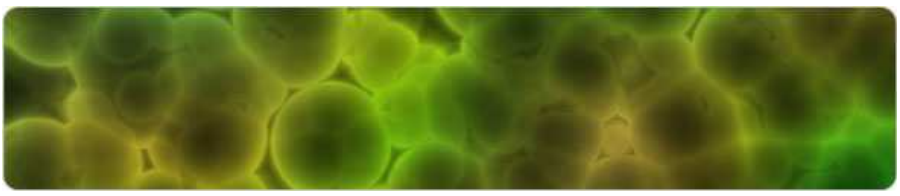
Email: ihq@santpau.cat

Functions:

- Tissue processing
- Paraffin and OCT block preparation.
- Block cutting with microtome and cryostat.
- Automated immune staining (single and double).
- Staining (Giemsa, haematoxylin-eosin, trichrome, PAS, Oil Red, etc).
- Tissue array preparation (TMA)
- FISH for tissues
- Image acquisition and analysis using high-resolution colour microscopy and specialist software
- High-capacity scanning of slides.

Equipment:

- Tissue processor (Sakura).
- KOS multifunctional microwave tissue processor (Milestone)
- Paraffin bath (Sakura).
- Microtome (Micromat).
- Cryostat (Leica).
- AS48 immune autostainer (Dako).
- Autostainer (Sakura).
- Semiautomatic tissue array.
- Pannoramic MIDI BF scanner (3DHistech)
- Vertical microscope, high-resolution camera and CellD analysis software (Olympus)



Cytomics Platform

Email: citometria@santpau.cat

Functions:

- Conventional cytometry in homogeneous samples (cell lines) or heterogeneous samples (biological fluids):

- Protein detection cell population determination (cell markers).
- Signalling cascades (cell cycle, cell proliferation, apoptosis, intracellular calcium determination).
- Quantification of transfection efficiency.
- Phenotype changes. Relative and absolute presence.
- Production of mediators.
- Detection of minority populations.

- Cell sorting.
- Separation of cell subpopulations in sterile conditions

Equipment:

- FACSCalibur (BD) conventional flow cytometry.
- MACSQuant (Miltenyi Biotech) conventional flow cytometry.
- FACS (BD) flow cytometry cell sorter.
- AutoMACS Pro, magnetic cell sorter (Miltenyi Biotech).

Cell Culture Platform

Email: coordinacio-plataformes@santpau.cat

Available to researchers is a biosafety level 2 (BSL2) laboratory with an attached sterilization and clean room.

Functions:

- Provide training for researchers using the platform on equipment procedures
- Maintenance of platform facilities and equipment

Equipment:

- 3 CO2 incubators
- 2 hypoxia incubators (2-21% O2).
- 2 IIA biosafety cabinets (BSL2).
- 2 hypoxia cabinets (BSL1).
- Culture baths.
- Olympus inverted microscope with high-resolution colour camera.
- Refrigerated centrifuge.
- 4ºC refrigerator and -20ºC freezer.
- Thermo-disinfector, autoclave and drying oven.

Biobank

This networked Biobank is integrated in two nodes (HSCSP-IR node and Puigvert Foundation node), authorized by the Department of Health of the Autonomous Government of Catalonia in May 2013. Responsible for the collection, processing and storage of human biological samples and the associated data, its functions are as follows:

- Ensure the quality and traceability of stored material (freezers with continuous temperature control and alarm management systems, sample management software, access control to the Biobank).
- Create and maintain a collection of biological human samples in optimal conditions for use in research projects.
- Facilitate collaboration projects by putting investigators in touch and making biological human sample cession possible in accordance with the ruling legislation
- Supply (non-profit) human biological samples for research in accordance with legal regulations.
- Obtain, process and store human biological samples in accordance with international standards, maintaining sample traceability and security in accordance with legal requirements.
- Provide training in legal and ethical standards governing the management of human biological samples.

Any HSCSP-IR researcher can request samples provided their project complies with regulations, is feasible scientifically, technically and ethically and provided the original sample is not destroyed.

Equipment:

- 15 -86ºC ultralow-temperature freezers
- 1 liquid nitrogen tank
- 1 vapour-phase nitrogen tank
- 1 IIA biosafety cabinet (BSL2).
- Olympus inverted microscope with high-resolution colour camera.
- Refrigerated centrifuge.
- Microcentrifuge
- 4ºC refrigerator and -20ºC freezer.
- Cell counter

General Purpose Equipment

Email: coordinacio-plataformes@santpau.cat

In addition to the equipment belonging to the different platforms, the following equipment is available for general use:

- Two Revolution 4200 colour microarray scanners (Vidar).
- Image Station Pro 4000MM (Kodak) for photodocumentation: luminescence, fluorescence, absorption.
- Precision balances (Sartorius).
- 2100 Bioanalyzer (Agilent).
- Nanodrop 2000 (Thermo).
- Infinite 200 (Tecan) microplate reader: spectrophotometer, fluorimeter, luminometer.

Booking of PSCT's services and facilities can be done electronically through the IIB Sant Pau's intranet. More information in the intranet user manual, available at:

Documentació / Explorador de Documents / 1. IIB Sant Pau / 6. Altres materials

4.5 Support services

Animal Experimentation Department

Head: Laura Casaní (Ext. 5906)

This department performs all procedures related to animal experiments and provides information and advice on different aspects of research involving animals. Currently, protocols developed in the department refer to small rodents:

- Conventional mice (Balb/c, B.10)
- Transgenic mice (FVB/Ncrl, KO APOE, B6SJL, C57BL/ 6, A/J)
- Rats (Sprague Dawley, Wistar).

Its main services are as follows:

a) Purchase, care and transport of animals destined for research projects.

b) Support to research (diets, inoculations, anaesthesia).

c) Periodic health checking.

d) Assistance and training in relation to protocols involving animals.

e) Advice in the design of research projects involving the use of animals.

Isotopic Zone

The Isotopic Zone offers the possibility to work with radioactive isotopes in non-encapsulated form in specific, highly equipped laboratories. In these laboratories, equipped to handle radioactive material and applying optimal personal and environmental radiation protection measures, studies are carried out with a range of biochemistry and molecular biology techniques.

The Isotopic Zone is authorized for operation by the Service for Coordination of Radioactive Activities (SCAR) belonging to the Department of Industry of the Autonomous Government of Catalonia and by the Nuclear Safety Council.

Corporate Communications and Public Relations Department

Head: Sílvia Castells (Ext. 7865)

This department provides support to the HSCSP-IR in the following tasks:

a) Planning, design, layout and editing of audiovisual content.

b) Event organization

Human Resources Department

Head: Lluís Gamell (Ext. 7640)

This HSCSP-FGS department provides support with the following tasks:

- Recruitment and affiliation.
- Payroll, contributions and taxation.
- Social security.
- Legal and social issues.
- Training.

Occupational Risk Prevention Department

Head: Rafael Padrós (Ext. 7615)

The main objective of this department is to control the hazards to which staff are exposed by removing or minimizing risk.

The Technical Area performs monitoring from the perspective of different preventive disciplines:

- Safety
- Hygiene
- Ergonomics
- Applied psychosociology

The Medical Area has as its main functions:

- Health surveillance.
- Health promotion
- Medical care
- Training and information

4.6 Workwear

The Workwear Service, located on Floor -2 of the new hospital, issues overalls to staff who are required to use them. To obtain authorization to use the service, staff should contact the Security Control Centre (Floor -2, Block A, northern corridor) to request an ID card, which may be temporary or definitive and for which the circuits are different.

If your card is provisional

Staff with a provisional card must use the manual circuit, operating from 6.45am to 3pm Monday to Friday excluding holidays. New staff, until they get their definitive card, must follow this circuit in order to obtain their workwear.

For new staff who commence outside the indicated opening hours, a security staff member will accompany the person to the Workwear Service to obtain the items needed for their work. From the next day the manual circuit must be used by staff with provisional cards.

Once a staff member has a definitive card they can use the workwear dispenser, which is open 24 hours a day, 365 days of the year. Once a staff member has been issued their personalized card, they should go to the Workwear Service between 7am and 3pm to be assigned credits and the corresponding workwear in their size. Once this has been done they can use the automatic dispensing system. This is also the procedure to be followed when the card is lost, cancelled or defective.

If the card does not work, go to the Security Control Centre to arrange provisional workwear. The next working day resolve the problem directly with the Workwear Service.

Workwear control is via a chip in each item. Information on kind and size is associated with the card and credit of the user who withdraws or returns an item.

Picking up and returning workwear

The workwear room, located on Floor -2 of the new hospital, operates 24 hours a day.

There are three machines, one green (issue) at the end on the right and two purple-coloured machines (return). There are also dressing rooms and a deposit for soiled/used workwear.

TO PICK UP CLOTHING

Use the green-coloured machine on the left.

1. Swipe the ID card in front of the optical reader located on the right.
2. The machine will give you the option to select your workwear (trousers, jacket, etc), highlighted in green.

3. Use the touchscreen to select the item. A display shows sizes, with yours marked in green. Once selected, this size will be highlighted in blue. Once you have all the necessary items, press confirm.
4. The left side of the machine will issue the items, which you should remove from the hanger (the hanger remains in the machine).

NOTE:

Items highlighted in red will not be issued because you have used your quota. You will not be issued further items until you return used workwear.

To notify any failure or malfunction of the machine, use the telephone incorporated in the machine.

After 30 seconds of inactivity, the program will return to the home screen and you will need to swipe the card again.

TO RETURN CLOTHING

Use a purple-coloured machine on the left.

1. Insert the first workwear item in the opening. The light that says "in progress" will turn on.
2. If the item is correctly identified, a light that says "item identified" turns on.
3. Insert the next item when this light turns off and the "in progress" light comes on again.
4. Follow the same procedure for all your items in turn.
5. If there is a problem with the chip, the light that says "item not identified" turns on. Try a second time, and if the item remains unidentified, insert it into the opening on the left.

NOTE:

Items stained with ink should not be inserted in the machine but should be placed in the container next to the machine.

4.7 Staff diningroom

A subsidized staff diningroom, located on Floor -2, is available for the exclusive use of employees. A public cafeteria is located in the main lobby of the hospital. Staff may use the diningroom for breakfast, lunch and dinner on any day they work, irrespective of their work schedule.

Staff members need an ID card to be able to use the diningroom or cafeteria. As happens with workwear, the circuit differs according to whether a provisional or definitive card is used.

If you have a temporary card you need to use it to identify yourself to the cashier, who will manually charge you the amount on the receipt. Once you have the definitive card you will be able to pay by cash or credit card and will obtain the receipt directly from a dispensing machine.

For people working the night shift, dinners will be available in tupperware containers that can go in a microwave. Night shift staff who come into work between 8pm and 10pm and who do not want to have dinner in the cafeteria may, if they wish, after collecting the ticket from the dispenser machine, take their dinner to their work station.

The intranet has full information on eating facilities and menus. Menus are also published at the entrance to the staff diningroom and the public cafeteria.

Staff diningroom and cafeteria times

- Breakfast 7.30am - 11.30 am Mon-Fri.
- Lunch 12.30pm - 3.30pm Mon-Fri.
- Dinner 8pm - 11.00pm in the public cafeteria.

Staff members can use a reserved area of the public cafeteria at nights, on weekends and on public holidays.

Diningroom charges are as follows:

Breakfast: €1.80

Lunch or dinner:

- Full menu (starter, main course, bread and dessert): €6.00
- Full menu and salad: €6.60
- Menu 1 (starter, bread and dessert): €4.50
- Menu 2 (main course, bread and dessert): €5.00

4.8 Information systems

Employees have access to different areas of the networks labelled G, J, L, N, U etc, according to the group they belong to. They also have access to the staff network labelled W.

Access to computer applications for each workstation is via a username and password that will be issued on joining the organization.

Contact the Information Systems Department if you have any questions or wish to report an incident:

By telephone: 5500

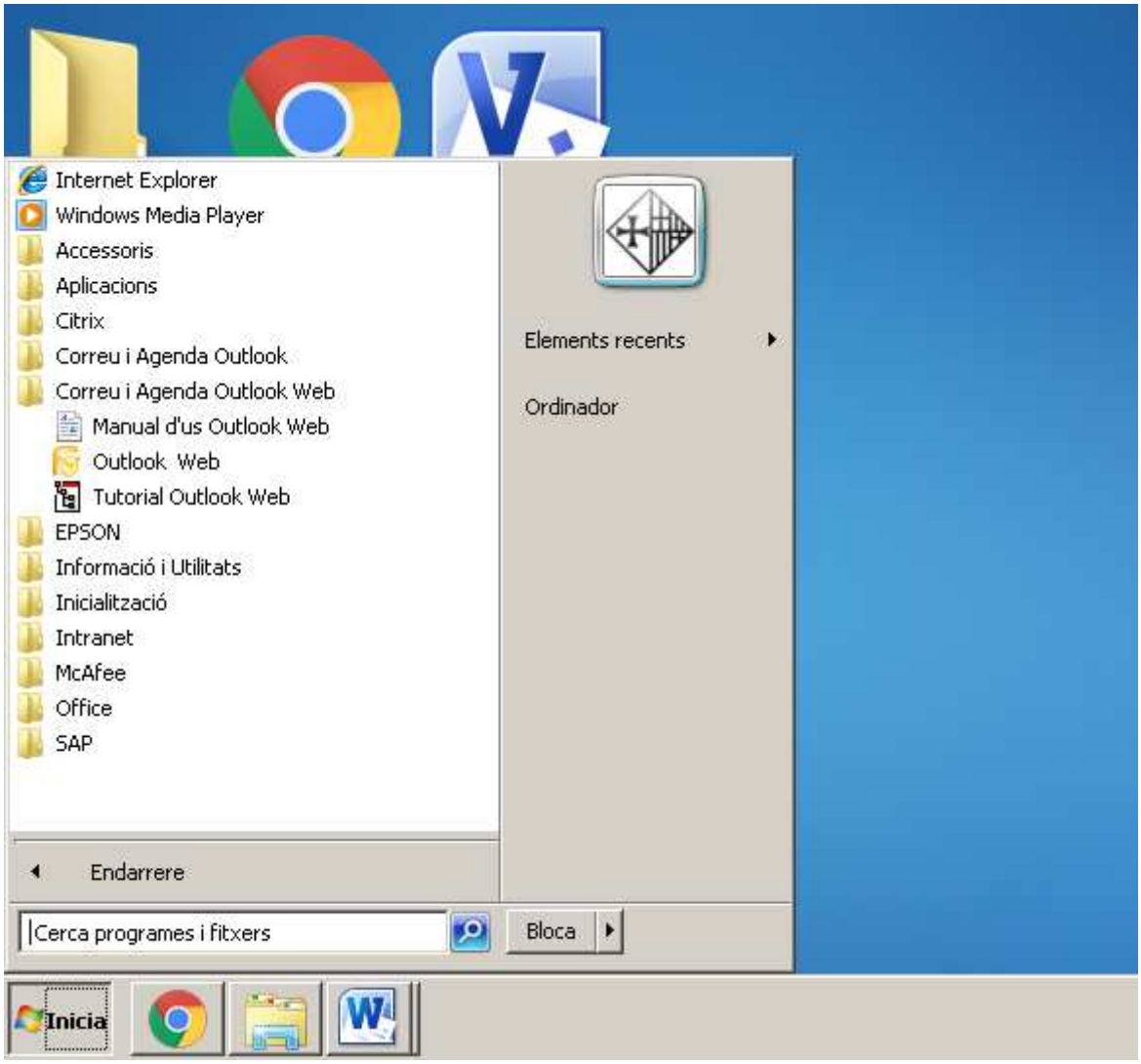
By email: suport@santpau.cat

The Information Systems Department has its own good practices guide, available on the IIB Sant Pau intranet: Documentation / Document Explorer / 2. IIB Sant Pau entities / IR and FGS / Internal regulations.

Access to different applications

Access to the different corporate applications is via Novell. When accessed by an authorized user, a window automatically opens with the applications available to that user based on their profile.

The person responsible is the person who arranges access to email and the corporate applications as required by new employees.



Email

The HSCSP uses Outlook Web for email, which allows staff to use a web browser from any computer with an Internet connection.

Access from outside the HSCSP is via the following address where you should log in with your username and password: https://correuhsp.santpau.cat

HSCSP intranet

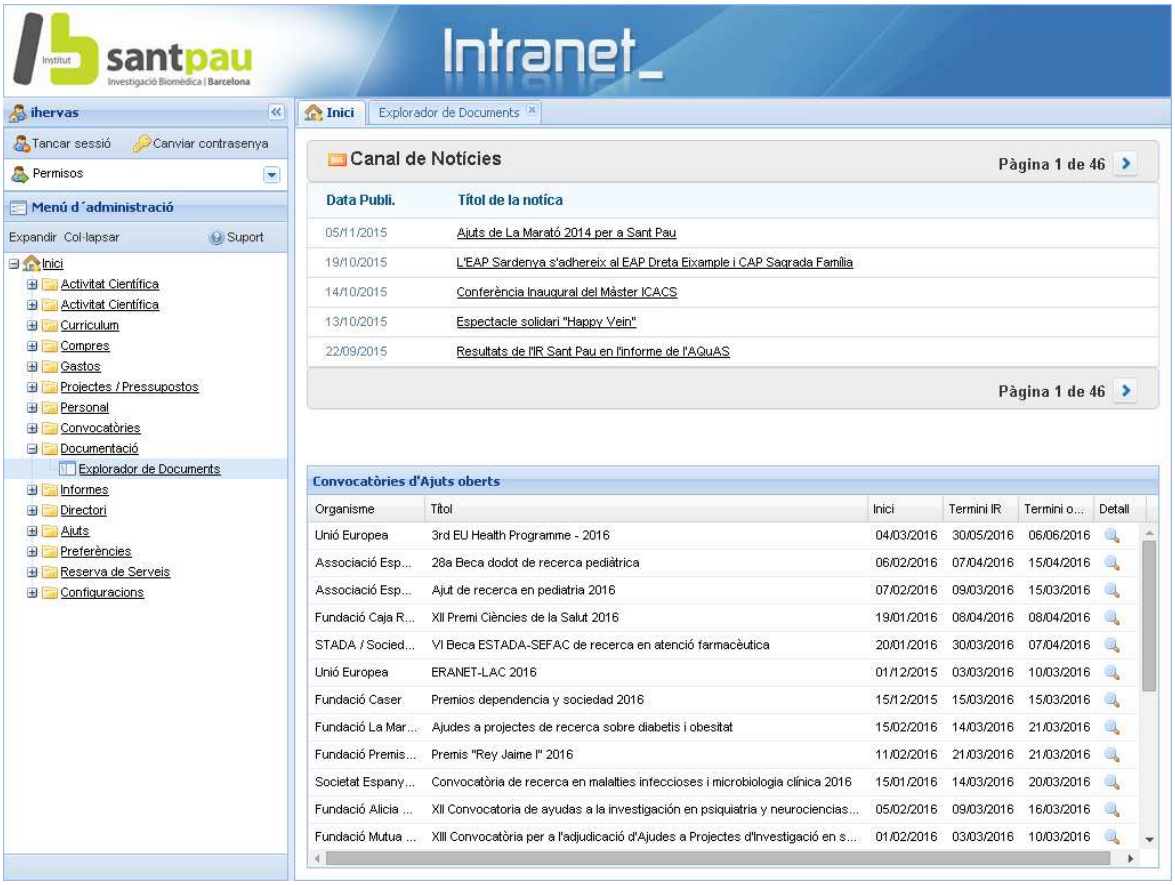
Published in the intranet (http://intranet) for the benefit of staff is all relevant information for HSCSP care and non-care areas and for the HSCSP-IR.

IIB Sant Pau intranet

The IIB Sant Pau intranet (https://ntranet.iibsantpau.cat) is a research management web tool that allows researchers to do (among other functions) the following:

- Manage scientific production.
- Track new grant competitive calls, make funding applications and monitor applications.
- Financially monitor projects.
- Place requests for purchases.
- Access the staff directory.
- Access information of interest to all staff.

Contact the HSCSP-IR Quality and Information Systems Department for authorization to use this intranet. It is recommended to read the intranet user manual available at: Documentation / Document Explorer / 1. IIB Sant Pau / 6. Other materials



Epidemiological and Clinical Research Platform

This platform (Pepiclin: www.pepiclin.com) is a web tool created by the HSCSP-IR to promote clinical and epidemiological research by its staff. It allows free access to the following applications:

- DiGestEpiClin (www.digestepiclin.com), an online application for the design and management of epidemiological and clinical studies.
- GoToMeeting, for online conferences and seminars.
- Various programs for analysing and processing data resulting from studies: SigmaPlot, Stata, EndNote, Teleform.

DiGestEpiClin, the main platform component, is simple, modern, visual, intuitive and graphically powerful. It enables the following:

- Planning, design, management and documentation of clinical and epidemiological, longitudinal, experimental and observational studies and surveys.
- Design of each study according to its specific requirements.
- Allocation and management of roles for study participants.
- Questionnaire and case report form (CRF) design.
- Accurate data entry.

- Study monitoring.
- Efficient data export for analysis.
- Compliance with data protection legislation.
- Randomization, chained records, warnings and alerts.
- Operation in several languages (Catalan, Spanish, English).

For more information and authorization to access the platform, contact Meritxell Girós (Ext. 7814) of the HSCSP-IR Clinical Epidemiology and Health Services Group.

Clinical Workstation (ETC)

The Clinical Workstation (ETC) enables medical records, including the results of diagnostic tests, to be digitized. Access to patient data is immediate and rapid, while loss of information is avoided and error is minimized. This tool facilitates information exchange and enhances efficiency.

4.9 User Support Service (SAU)

The User Support Service (SAU) facilitates relationships between the HSCSP and the public in areas such as health, teaching and research, with the aim of ongoing service improvement while complying with and protecting patient rights.

The SAU deals with complaints and suggestions for improvement and inquiries and, as far as possible, helps to resolve possible conflicts between patients and the hospital.

4.10 Library

All staff have access to the Josep Laporte Library, which offers services as follows:

Loans

12 books can be taken out simultaneously (up to 28 days for normal loans).

Photocopying

A photocopier is available to make copies of material that may not be removed from the library (e.g., journals).

Apply for a library card at the library issue desk.

Catalogue consultation

In addition to the subscription journals in the digital library and journals accessible directly from HSCSP computers, staff also have access to the collections of the network of libraries of the UAB. The books and journals available (in paper and electronic form) can be consulted in the catalogue available at: www.babel.uab.es.

Ordering

The full text of any journal article not available in digital or paper form from the library can be ordered by completing a web form (once you are authorized by the library and have received your user name and password) available at: www.fbjoseplaporte.org.

Digital library

Electronic journals subscribed to by the HSCSP are available at: www.fbjoseplaporte.org/santpau

Electronic bibliographic collection: 239 full-text electronic journals.

Databases: CINAHL Plus and Pre-CINAHL, PUBMED, DOCUMED, IBECS, DIALNET, COCHRANE PLUS.

Other resources: medical specialist materials, general resources, databases, evidence-based medicine, good clinical practice, drugs and medicines, nursing, e-books, image banks, dictionaries and encyclopaedias.

Given the affiliation between the HSCSP and the UAB, research and technical staff can apply to the HSCSP-IR Human Resources Department for the Sfera card, which allows access to UAB library services.

Contact information:

Josep Laporte Library Foundation. Carrer Sant Antoni Ma Claret, 171 (Floor -1).

Telephone: 934 335 040

5. USEFUL WORK-RELATED INFORMATION

5.1 Collective Bargaining Agreement

A collective bargaining agreement undersigned by HSCSP-IR company representatives and workers' representatives came into force on 28 April 2014.

This document is available on the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 2. Entitats IIB Sant Pau / IR i FGS / Marc Laboral

It is also available in the HSCSP intranet (Research / HR / Collective Bargaining Agreement): http://intranet/portal/ca/hscsp/4488706.

5.2 Works' Council

The Works' Council of the HSCSP-IR is the employees' representative body. For any questions concerning the representation of staff, email the Works' Council at: ceir@santpau.cat.

5.3 Equality Plan

Equality between women and men is a primary principle in the set of values and ethics upheld by the HSCSP-IR. The Equality Plan is a set of measures, adopted after a diagnosis of the situation, aimed at achieving equal treatment and opportunities for women and men and eliminating any form of discrimination based on sex.

The Equality Plan is available on the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 2. Entitats IIB Sant Pau / IR i FGS / Marc Laboral

5.4 Training Plan

HSCSP-IR staff can participate in training courses as organized in accordance with each annual training plan.

The current Training Plan is available on the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 2. Entitats IIB Sant Pau / IR i FGS / Marc Laboral.

It is also available on the HSCSP intranet. (Research / HR / Training plan):

http://intranet/portal/ca/hscsp/8621206

For further information, contact the Training Department Head: Rami Soto (Ext. 7986).

6. WORKPLACE SAFETY

6.1 Identification

All HSCSP-IR staff must be identified with an ID card as the only admissible proof that a person is a staff member and to access the new hospital. The ID card is also necessary to be able to make use of services such as the staff diningroom.

For new staff members, the Human Resources Department will process the ID card application and the Security Control Centre (Floor -2 floor of the new hospital) will issue the ID card.

6.2 Personal data protection

Data protection legislation imposes certain obligations of particular relevance in the health sector, since the legislation grants maximum protection to health data given its sensitive nature.

The basic principle is cited as follows:

"To guarantee and protect, with regard to the processing of personal data, freedoms and fundamental rights of individuals, and especially their honour and personal and family privacy."

The legal framework is as follows:

- Directive 95/46/EC of the European Parliament on the protection of individuals with regard to the processing of personal data and on the free movement of such data.
- Organic Law 15/99 on personal data protection (LOPD).
- Law 21/2000 on information rights concerning patient health, autonomy and clinical documentation.
- Royal Decree 1720/2007, developing the LOPD.

Data protection principles:

Data quality. Data should not be collected or retained for no clear reason or without justification.

Right to information. This refers to the right to know why information is requested and to be informed about how data will be processed.

Consent. Persons must unequivocally consent to the processing of their data.

Special protection. Data that affect the most intimate aspects of the person are especially protected.

Data security. Data should be safeguarded so as to ensure their security and to prevent loss and unauthorized access by third parties.

Confidentiality. No person who processes data may reveal them to third parties.

Data communication. All data communication requires the consent of the person in question.

Further information on data protection is available in the intranet. There you will find specific HSCSP-IR documents. Entity / Data protection: http://intranet/portal/ca/hscsp/entita_protecdedades

6.3 Occupational risk prevention

General instructions

- Do not access facilities or start any work without first notifying the person in charge.
- Only enter facilities and areas where the contracted activity or service is to be performed.
- Do not access restricted areas without authorization.
- Follow the instructions received by the person in charge regarding the performance of tasks so as to reduce inconvenience to users and other workers.
- Delimit any tasks that may pose a risk to third parties.
- Respect general and specific signalling.
- Do not smoke, eat or drink in work areas; use the assigned area.
- Notify the Occupational Risk Prevention Department of any risk or defect you observe in the facilities.
- In the event of an accident, obtain first aid and notify the Occupational Risk Prevention Department so that it can analyse the incident and apply the monitoring protocol in case of contact with biological waste.

Housekeeping

- Ensure order and cleanliness in the work area during and after performing a task.
- Immediately remove residues, grease, stains, hazardous and other waste products that may cause accidents or contaminate the work environment.
- Keep passageways, exits and roadways and especially emergency evacuation exits and routes fully free of any obstacles.
- Clean and tidy up immediately on completing a task and before leaving the area.

Equipment

- Work equipment must comply with the Machinery Directive and/or the provisions of Royal Decree 1215/97.
- Only use equipment in good working order. **NB!** All equipment must comply with the applicable regulations.
- Equipment must be in perfect conditions of maintenance and should not leak oil or other products. Special attention should be paid to noise and exhaust emissions.
- Equipment must be inaccessible to third parties during worker absences and must be disconnected from the power supply or kept under lock and key.
- Safety devices or guards to protect equipment should not be overridden.
- Safe handling instructions must be followed to the letter and equipment must be used only for their intended purpose.

Personal protective equipment (PPE)

- Use PPE when indicated for particular operations and locations.
- The use of PPE is not voluntary but MANDATORY.

Waste

- Waste other than research and/or medical waste will be removed by the company generating it following the instructions of HSCSP staff.
- Waste implying a health risk of contamination by contact or puncture may only be handled by authorized personnel take appropriate protective measures.

Protective measures for the handling of waste

- Use suitable containers for each type of material (bags or rigid containers).
- Do not fill needle containers to more than 75% of their capacity.
- Do not drag bags or containers along the ground.
- Hold bags at the top and keep them at a distance from the body to prevent accidents with sharp or improperly packaged waste.
- Use the containers or means of transport provided on the premises to transfer waste.

BASIC OCCUPATIONAL RISK PREVENTION PRINCIPLES

Comply with personal protection regulations

- Learn the measures to take and follow them strictly.
- This recommendation is especially important when working with:
    - Ionizing radiation
    - Chemical pollutants

If in doubt, ask.

Follow work procedures

- Use personal protection and follow procedures carefully; if you are not sure ask a superior.
- Base your behaviour on the principle of caution. Information on procedures are available from your superior or the corporate website.

Prevent musculoskeletal injury

Hospital staff who handle loads (nurses, cleaning staff, archive staff, warehouse staff, etc) need to bear in mind the following:

- Stand upright, balancing equally on your two feet.
- In supporting a weight keep it as close as possible to the body.
- To handle weights above head height, use a ladder, stool or similar.
- Use a hand, knee or the pelvis as support when handing a weight away from the body.
- Pushing is better than pulling.
- Perform stretching and toning exercises to maintain a balance between strength and elasticity.
- Exercise regularly.
- Find a moment to relax and stretch your muscles during the working day.

- After exertion or repetitive movements implement appropriate compensatory measures to avoid strain injuries.
- Apply principles of body mechanics in all activities of daily living, whether work or leisure.

If in doubt, ask.

Accidental exposure

Take all necessary precautions when working with organic fluids and sharp materials.

Follow the indications issued regarding accidents involving cuts or contact with body fluids:

- Notify your immediate superior.
- Contact the Occupational Risk Prevention Department for guidance on necessary notifications and medical care.
- Out of normal working hours, contact the Emergency Department.

The Occupational Risk Prevention Department is open 7am to 3 pm Monday to Thursday and 7am to 2pm on Fridays. During the summer period opening times are 7am to 3pm.

WHAT TO DO IN AN EMERGENCY

Fires, explosions, contaminant leaks, floods, bomb threats, etc.

In the event of an emergency

1. Immediately alert the Security Control Centre.

2. Please report:
    - Who you are
    - Where the emergency is
    - The type of emergency
    - The current situation.

In the event of fire

1. As an alternative to telephoning, sound the alarm button.

2. Try to bring the fire under control with a fire extinguisher.
3. If you know how, use the fire hose.
4. Sector off the affected area, ensuring that firedoors are closed.

5. If you can safely do so, remove any combustible materials, dangerous products, aerosols and gas cylinders from the vicinity of the fire.

If you hear an emergency alarm

1. If the emergency is not in your section, be alert to instructions from the person in charge of emergencies.
2. Stay calm.
3. Do not shout or run.
4. Reassure patients and their relatives.
5. Get ready to move to another sector or to evacuate the area.

If you have to be evacuated and/or sectored

1. Follow the instructions of the person in charge of emergencies.
2. Remember that each fire sector (an area protected by two firedoors) gives you 120 minutes of safety.
3. Transfer patients to the nearest fire sector.
4. If evacuating, go from sector to sector until you get to the meeting point.
5. Once you arrive at the meeting point, wait for further instructions.

General recommendations

- Do not do anything that would put you at risk.
- Stay calm but act quickly.
- Get help when tackling a fire, as you may need additional extinguishers or risk getting trapped.

- If there is smoke, leave the area in a crouch, covering the nose and mouth, preferably with a wet handkerchief or cloth.
- If your clothes catch fire, lie on the floor and roll, do not run.
- In an evacuation situation, do NOT use the elevators UNLESS explicitly authorized do so to.

Emergency signs

Patient transfer techniques

Trasllat d'un pacient amb una cadira de rodes

Trasllat de dos pacients en un llit

Trasllat d'un pacient arrossegant-lo amb una manta

A SMOKE-FREE HSCSP

The HSCSP and the HSCSP-IR are **smoke-free.**

Law 42/2010 of 30 December bans smoking in all hospital premises.

The aim is to protect, preserve and enhance the health of users, visitors and employees.

The Occupational Risk Prevention Department offers a quit smoking programme for employees.

TRAFFIC REGULATIONS WITHIN HSCSP GROUNDS

General functioning

1. Always use vehicles in a responsible manner.
2. Read, respect and comply with all warnings and signs on HSCSP roadways. If in doubt, ask the Security Control Centre (HSCSP vehicle entry area).
3. Respect safety standards as established for the area where you are driving (consult the internal traffic rules).
4. Reduce speed to compensate for defective surfaces and to take account of any other particular circumstances and conditions.
5. Reduce speed when travelling on wet surfaces.
6. Pay particular attention when approaching bends, corners and points where visibility is limited.
7. Take special care when travelling on unstable surfaces.
8. Take special care when driving through pedestrian areas.
9. Follow safety rules to the letter to help avoid accidents.

Remember that Traffic Regulations (S-28) consider the grounds of a hospital to be an “area especially designed and adapted primarily for pedestrians", as the traffic signal below indicates.

1. Maximum vehicle speed is 20 km/h.
2. Drivers must give priority to pedestrians.
3. Vehicles may only park in spaces designated for parking by signs or markings.
4. Pedestrians may use the entire traffic circulation area.
5. Pedestrians should not unnecessarily hinder vehicles.

Also remember

- Parking is not permitted in the hospital area.

- The maximum driving time is 30 minutes.
- Collaborate with the proper functioning of hospital circuits.
- Respect areas marked as parking for ambulances and drivers with disabilities.

If in doubt or in the event of any incident, contact the Security Control Centre (vehicle entry point) or call (935 537 000 Ext. 5855).

If you need to use the loading/unloading area, please contact the Security Control Centre (935 537 000 Ext. 5855) to obtain permission and arrange scheduling.

Contact numbers

Department	**Telephone**
Medical archives	935 565 818
Computer services	935 537 430
Warehouse and procurement	935 565 879
Maintenance	935 537 765
Security	935 565 855
General services	935 537 621
Occupational health	935 537 615

6.4 Workplace accidents

In the event of a workplace accident

The HSCSP-IR General Secretariat must be informed (Ext. 7610) whenever an employee has an accident. The General Secretariat will notify the nearest FREMAP healthcare centre and the medical team, which will determine whether sick leave is warranted and will issue a report to the employee and a copy to the General Secretariat.

If the accident occurs on the way to or from work, the nearest health centre will attend to the employee. Sick leave will be granted once the corresponding report on medical assistance is issued to the General Secretariat.

For urgent medical assistance employees should go the nearest health centre, whether or not the employee is a FREMAP member. FREMAP should be sent the corresponding medical report and the General Secretariat will formally notify the accident.

The nearest FREMAP outpatient centre is located in C/Mallorca, 603-609 (corner with Av. Meridiana) and is open 8am to 2pm and 3pm to 8pm Monday to Friday. Telephone: 934 335 610.

Call 900 610 061 to find out the nearest centre at the time of the accident.

In the event of a workplace accident implying biological risk

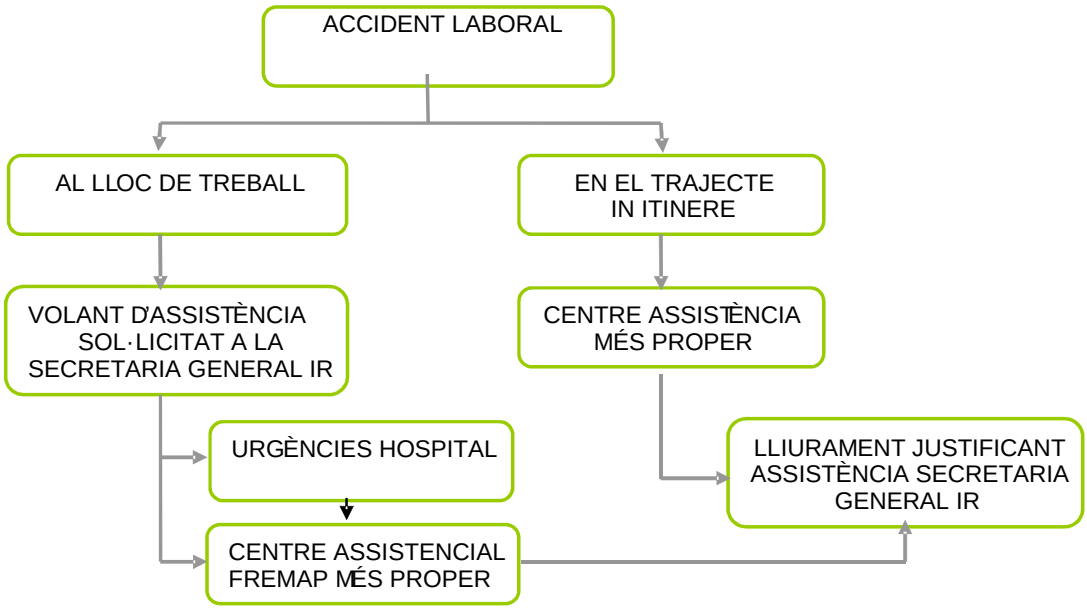
Any employee who has an accident implying a biohazard, e.g. a cut or splash, must contact the Occupational Risk Prevention Department or the Emergency Department, depending on when the accident occurs.

For any cut involving percutaneous exposure, allow blood to flow for 2-3 minutes, if possible under running water, then wash the wound with soap and water and apply 10% povidone-iodine. If a splash affects the mucous membranes, wash out with water or an isotonic saline solution.

If it is known which patient was the source of exposure, a 10-cc blood sample should be collected immediately and taken to the Occupational Risk Prevention Department or the Emergency Department. The corresponding staff should be informed of the accident so that it can be investigated.

If it is not known which patient was the source of exposure, the Occupational Risk Prevention Department or the Emergency Department should be directly informed of the accident. If necessary, the exposed employee should also receive treatment.

For any questions call the HSCSP-IR General Secretariat (Ext. 7610) or the Occupational Risk Prevention Department (Ext. 7615).



In the event of an emergency

If you become aware of an emergency, immediately call the emergency telephone number or, if the emergency is a fire, raise the alarm by pressing the bell that indicates the location of the fire.

Tel. 9112

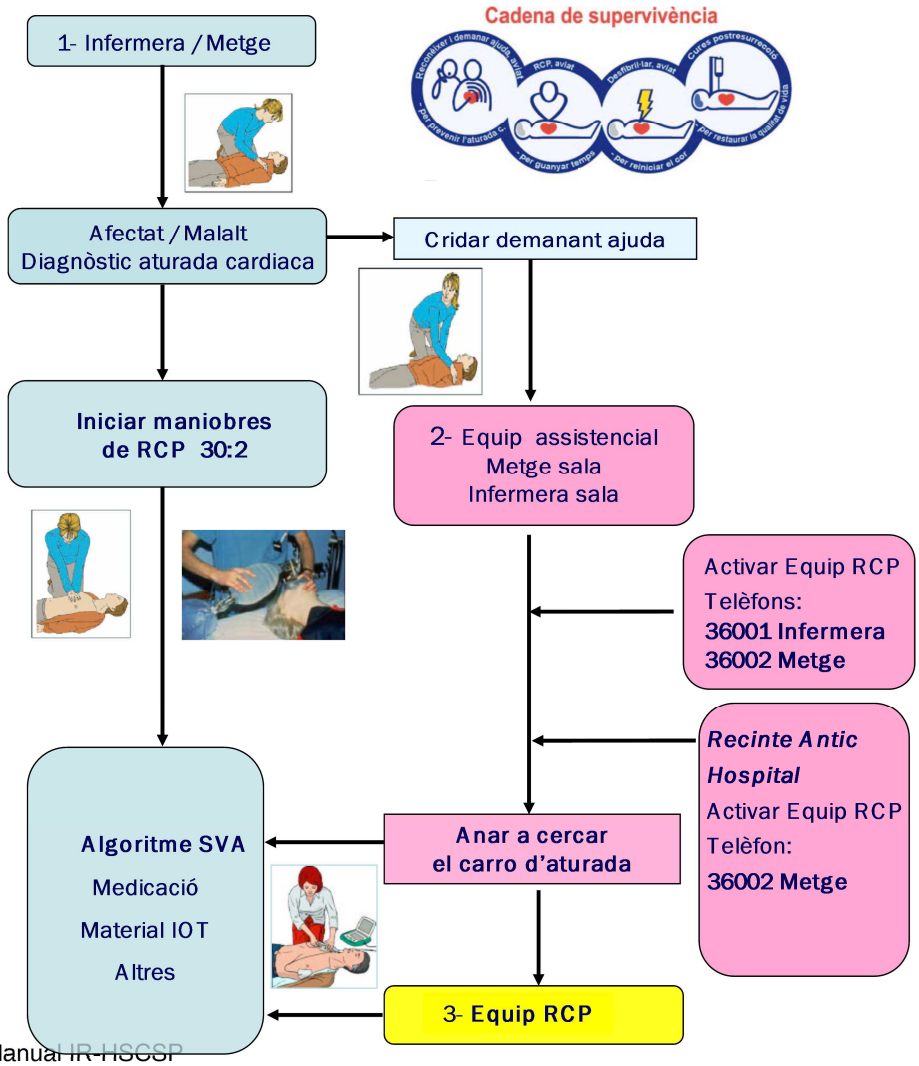
Notify the Security Control Centre

6.5 Cardiopulmonary resuscitation

The HSCSP has an advanced cardiopulmonary resuscitation team to deal with heart attacks.

In the event of a cardiac arrest, telephone 36001 or 36002

The steps to take in the event of cardiac arrest are as described below:



6.6 Biosafety

The HSCSP-IR Biosafety Committee (CBS) has functions as follows:

- To evaluate facilities and activities requiring authorization prior to notifying the relevant authority.
- To issue reports as requested by researchers on studies or projects involving the use of biological agents or genetically modified organisms.
- To monitor and ensure that activities and facilities owned and/or affiliated with the HSCSP-IR comply with the ruling legislation and internal regulations.
- To facilitate the preparation of good laboratory practice documents, manuals and procedures.
- To notify the appropriate authorities of any leaks, contamination or serious accident involving biologically hazardous material.
- Any other function as may be attributed to it by the current legislation or by HSCSP-IR management.

The Biosafety Committee evaluates and, as appropriate, approves any research or training project that involves the following:

- Use of recombinant DNA, including transgenic animals and plants
- Use of human, animal or plant pathogens (bacteria, viruses, prions, etc)
- Use of biotoxins
- Administration of experimental biological products to animals
- Deliberate release into the environment of genetically modified organisms or biological agents that may be considered a pest for plants or animals.

If you have any doubts, contact the Biosafety Committee by email at cbs@santpau.cat.

7. USEFUL INFORMATION FOR RESEARCHERS

Below is information aimed specifically at researchers who join our organization.

7.1 HR Excellence in Research

The European Commission's Human Resources Strategy for Researchers (HRS4R) is a requirement for research centres that foster implementation of the Charter & Code, that is, the European charter for researchers and the code of conduct for the recruitment of researchers. Institutions awarded the HR Excellence in Research seal are identified as bodies that foster favourable working environments for researchers.

HR EXCELLENCE IN RESEARCH

Following participation in a working group of representatives of research and management teams, the HSCSP-IR prepared a four-year action plan with 19 specific measures. On 23 May 2015 the HR Excellence in Research seal was granted to the HSCSP-IR (see image). This seal paves the way towards a continuous improvement strategy that does not stop just because the seal has been obtained. The HSCSP-IR has agreed with its researchers and the European Commission to implement an Action Plan for the period to 2019 and to develop a new strategy from this point that will ensure continued recognition of its merit as a HR Excellence in Research centre.

This Action Plan is available on the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 2. Entitats IIB Sant Pau / IR i FGS / Marc Laboral.

7.2 Code of Good Scientific Practice

To ensure top quality and ethical scientific research, there must be a consensus among scientists themselves with regard to attitude, behaviour and procedures in the preparation, development and communication of all matters related to scientific practice and production. One way to achieve this is by adhering to a Code of Good Scientific Practice, consisting of a set of statements and undertakings that reflect the primordial goals of improving the quality of science and ensuring research integrity. The Code of Good Scientific Practice is an undertaking that affects all staff at the HSCSP-IR.

The Code of Good Scientific Practice is available on the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 1. IIB Sant Pau / 3. Normatives

7.3 Researcher evaluation

As is usual in research centres, both research groups and staff are regularly evaluated by external evaluators appointed by an External Scientific Committee.

The evaluation criteria used for this purpose, as agreed by representatives of the company and researchers, are available on the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 2. Entitats IIB Sant Pau / IR i FGS / Normatives Internes.

7.4 Support for emerging groups

The HSCSP-IR has a Support Plan for Emerging Groups aimed at assisting talented young researcher in setting up their own research groups. This plan covers both newly recruited researchers and researchers in established groups with proposals for new lines of research.

The current Support Plan for Emerging Groups is available on the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 1. IIB Sant Pau / 3. Normatives.

7.5 Authorship

The goal of proper affiliation in articles is to recognize the scientific productivity of the IIB-Sant Pau and its attached centres, such as the HSCSP and the UAB.

These rules apply to all IIB Sant Pau research groups, whether owned or partnered. Affiliation must include (at least) the following information:

Sant Pau Biomedical Research Institute (IIB Sant Pau), Sant Antoni Maria Claret 167, 08025 Barcelona, Spain

OR

Instituto de Investigación Biomédica Sant Pau (IIB Sant Pau), Sant Antoni Maria Claret 167, 08025 Barcelona, España.

Further information on researcher affiliation rules for IIB Sant Pau (including the HSCSP) is available in the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 1. IIB Sant Pau / 3. Normatives.

7.6 Guide of good grant management practices

The Project Unit has developed a guide for management and justification of competitive grants, with the main legal and management aspects to be taken into account in a research project awarded with competitive funds. For example,

The expenses of a project must always be foreseen in an initial budget following the call call of that grant

or

When an eligible expenditure exceeds € 18,000 (services and/or supplies) or € 50,000 (works), at least 3 offers must be requested from different suppliers.

or

When an expense (services and/or supplies) exceeds € 50,000 in a project, a tender procedure with advertising must be opened.

The guide is available in the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 1. IIB Sant Pau / 7. Altres materials / Convocatòries d'ajuts.

You can also find in the same section the updated calendar with the approximate date of publication of the various grants that might fund your research.

7.7 Innovation, intellectual property and exploitation rights

The HSCSP-IR retains ownership of research results and of any inventions and creations derived from them and also retains the exploitation rights. Although the HSCSP-IR will in all cases recognize the authorship rights of researchers who are responsible for research results, inventions and creations, **ownership and exploitation rights for patents, utility models, industrial designs, trademarks, software, databases, etc developed during employment with the HSCSP (in both the HSCSP-FGS and the HSCSP-IR) corresponds to the HSCSP-IR.**

In the event of financial exploitation of intellectual property, HSCSP-IR research staff authors will be entitled to a share of revenues, as stated in current regulations governing patents and other forms of intellectual property.

If you consider your results to be novel, inventive and of industrial interest, complete and send, to the HSCSP-IR Innovation and Transfer Department, the form available in the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 1. IIB Sant Pau / 8. Innovació

The Innovation and Transfer Department will evaluate, arrange for protection and assist in the transfer of inventions and creations.

The HSCSP-IR wishes to encourage the creation of technology-based enterprises based on research staff results. To that end, the HSCSP-IR also has a regulation governing the creation of spin-off companies.

The rules governing patents and governing the creation of spin-off companies are available on the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 2. Entitats IIB Sant Pau / IR i FGS / Normatives Internes.

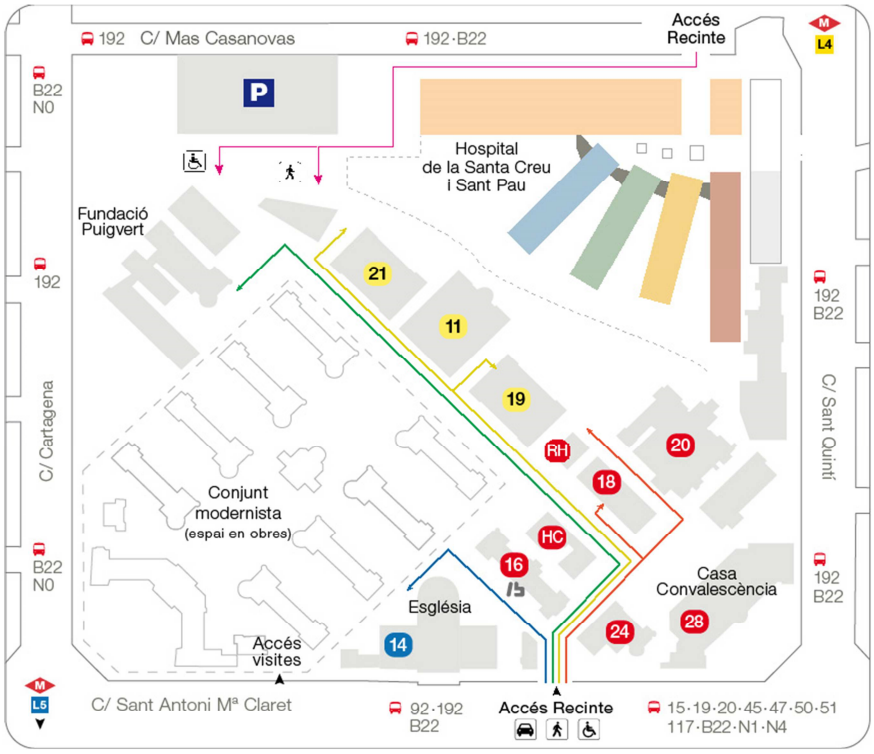
7.8 Collaboration with third parties and overheads

If you wish to work with third parties for scientific purposes, please contact the HSCSP-IR Transfer and Innovation Department for assistance with processing and negotiating the corresponding cooperation and confidentiality agreements.

In the case of agreements involving financial payments to your research group, and depending on the nature of this contract (scientific cooperation, provision of services, donation, etc), a percentage referring to overhead costs will be levied on direct costs in order to finance the organization's indirect costs. A description of the policy regarding overheads is available on the IIB Sant Pau intranet in the section:

Documentació / Explorador de Documents / 2. Entitats IIB Sant Pau / IR i FGS / Normatives Internes.

8. CONTACT



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