



KNOWLEDGE PATH 2024

TRAINING PROGRAMME 2024

1. TRAINING PLAN 2024

Introduction

The main objective of the Training Programme is to enhance the professional qualifications and skills required to carry out one's work, and, in the case of research staff, to conduct translational and outstanding research in the priority research areas established by the IRSJD and in Innovation.

We are committed to nurturing talent and developing human capital; with this aim, the strategic plan includes objectives focused on strengthening staff training.

Additionally, our commitment to the "HR Excellence in Research" recognition ensures compliance with the principles of the European Charter for Researchers, which states that institutions must foster an attractive workplace and stimulating environment. In this context, talent development through training becomes especially relevant.

At a broader level, our professionals also need to develop a range of skills enabling them to progress successfully in their professional careers (whether within or outside our Institution) and to adapt to a flexible working environment. In this scenario, the development of generic and transferable skills is equally important.

This training plan is complemented by seminars and training activities organised by the various institutions that make up the Sant Joan de Déu Research Institute.

2. TARGET AUDIENCE

The training plan is primarily aimed at trainees and early-career researchers employed by FSJD (or Ciber), as well as staff within the Research Institute: trainees, technical support staff, postdoctoral and senior staff, both permanent and affiliated. This training programme is also intended for Management and Innovation staff, and for staff in the FSJD Clinical Trials Unit.

Furthermore, the programme will be open to staff from various hospital centres of the Order of Saint John of God who wish to pursue a research path.

Additionally, there is scope to include other external groups within the framework of the Institute's Research Seminars and Scientific Conferences.

3. TRAINING AND ORGANISATIONAL MODALITIES

To promote the development of different skill areas, five types of training modalities have been established:

- **Knowledge and Techniques (KLD):** Activities aimed at increasing scientific knowledge and the tools and techniques necessary for research.
- **Soft Skills (SS):** Activities focused on personal qualities and competencies.

- **Organisation and Governance (GOV):** Activities designed to provide insight into internal regulations and work processes. In some cases, this will be mandatory training (e.g. Occupational Risk Prevention, Criminal Risks...)
- **Institutional Training (Values):** Institutional training will help deepen identification with the values of Sant Joan de Déu and the practical application of these values.
- **Specific English Programmes (EP):** English workshops for researchers/Business English programmes.

Regarding organisation, we offer two types of formats:

- **Specialisation sessions:** Lasting less than two hours.
- **Courses:** Activities lasting more than two hours.
- The Training Programme takes into account the **European Commission's Competence Framework** for research staff and, as a result, the Programme's courses will cover all seven areas of the Framework.



4. RECOMMENDED ACTIONS ACCORDING TO PROFESSIONAL CLASSIFICATION

We recommend that each professional reviews this table of training actions based on their category and agrees with their Group Leader on which actions they should attend during the year (ideally between 4 and 6) to strengthen their skills and create their own professional development plan. For 2024, we have separated specific training for technicians, assistants, and R2B. In the table below, the courses included in the 2024 calendar are highlighted in blue:

ITINERARI FORMATIU RECOMANAT per CATEGORIA (2024)	Formació obligatòria a l'acollida (o després si fos necessari dirigida a tots els professionals)	Tècnics/es de laboratori	Ajudants d'Investigació	Pre-Doctorals (R1)	R2A i R2AR: Post-Doctorals	R2B: Investigadors/es emergents	R2B: Clinical Investigator	R3: Investigadors/es	Investigadors/es Senior	Gestió i Innovació	
Knowledge and techniques	Bones pràctiques en investigació (obligatori)	Tècniques bàsiques de biologia molecular	Tècniques específiques de laboratori Programes informàtics per a tractaments de dades	"R", programació bàsica per a estadística.	Estadística avançada i anàlisi de dades. Revisions sistemàtiques i meta- anàlisis Visualització e impacte científic Oportunitats de finançament competitiu	Oportunitats de finançament competitiu Impacte i accés obert dels resultats de la recerca		Divulgació de dades científiques a la societat Promote the Transfer Of Knowledge Oportunitats de finançament competitiu		Necessitats específiques per Departament. Es podrà assistir al Programa Formatiu d'Investigadors segons necessitats individuals.	
		Cursos d'anàlisi i control de qualitat (NOU)		Revisions sistemàtiques i meta-anàlisis							Revisions sistemàtiques i meta- anàlisis
		Programes informàtics per a tractaments de dades (NOU)		Estadística bàsica i anàlisi de dades.							Visualització e impacte científic
		Manipulació d'animals.		Habilitats digitals en la recerca d'informació							Oportunitats de finançament competitiu
Organization & Governance	. PRL . RGPD . Codi de Conducta . Igualtat de Gènere . Sessió Institucional d'Acollida Grup a la FSJD	Bioseguretat (NOU) Bones pràctiques de laboratori	Bones pràctiques de laboratori	. Introducció a la elaboració de planes de gestió de dades mediante einaDMP y guías institucionales (NOU) . Oral Presentations: Beyond Slides (PhD 1st/2nd year) . How to read a Paper: Navigating the Literature using Common Sense and AI (NEW for PhD) . Scientific Writing - Putting Why before How (with IA) (NEW for PostDocs)	. Introducció a la elaboració de planes de gestió de dades mediante einaDMP y guías institucionales (NOU) Sessió d'especialització: Biobanc, Microscopia Confocal, Serveis dels Laboratoris Ètica en Recerca (CEIm), bones pràctiques i protecció de dades. Fines d'Intel·ligència Artificial	. Sessió d'especialització: Biobanc, Microscopia Confocal, Serveis dels Laboratoris	. Sessió d'especialització: Biobanc, Microscopia Confocal, Serveis dels Laboratoris	. Fundraising . HRS4R: Charter&Code i Selecció de Personal (OTM-R) Gender Equality for Managers		Necessitats específiques per Departament. Es podrà assistir al Programa Formatiu d'Investigadors segons necessitats individuals.	
Soft Skills	BRIDGE: Comunicació interpersonal	Treball en equip	Organització del temps	. Treball en equip . Organització i Gestió del temps . Career Development/Programa Mentoring	Comunicació interpersonal i resolució conflictes Cómo hacer una entrevista de selección de personal (OTM-R)		Centre propi	Programa complet Lideratge d'equips		. Organització i Gestió del temps . Lideratge Excel Comunicació interpersonal i	
Specific English Workshops/ Programs		Learnlight	Learnlight	. Talking about your research and Designing Visual Aids . How to publish a scientific article Learnlight	Sharpen your reasoning skills: logic and critical thinking for scientists		Centre propi	Revise and Resubmit your Article		Learnlight	
Valors Institucionals		Carta d'Identitat			Taller de resolució de problemes i conflictes (Programa Formació Institucional)		Centre propi	Formació de Formadors i Valors (Programa Formació Institucional)	El lideratge conduit per valors (Programa Formació Institucional)	Programa Formació Institucional	

5. PLANNED SCHEDULE OF TRAINING ACTIVITIES FOR 2024 ACCORDING TO TARGET GROUP

Details of the planned program and each action can be found on: [SJD Training Platform](#)

CALENDAR FOR RESEARCH STAFF

[illegible]

This calendar will be complemented by:

- [IRSJD Seminars](#)
- [Innovation Networks Courses](#): <https://www.innovation4kids.org/capsulas-formativas/>; <https://tecsam.org/2021/10/04/programes-xarxa-tecsam-una-oportunitat-per-transferir-valor/>

CALENDAR FOR STAFF WISHING TO BEGIN RESEARCH

Seminars and courses organised by the SJD Library. Complete calendar at: <http://biblioteca-sjd.org>

Research Comp EU	MF	Activitat formativa	Recomanat per (dema)	Març	Abril	Ma	Jun	Jul	Ago	Sep	Oc	No	De	Gen
Tools	BIB	Cómo preparar tu CVN o CVA. Acreditaciones AQU y ANECA	Tota Província											
Tools	BIB	Mejora tus trabajos académicos: TFG, TFM, TFR, tesis	Tota Província											
Tools	BIB	Uptodate y ClinicalKey	Tota Província											
Tools	BIB	Gestores bibliográficos: Mendeley y Zotero	Tota Província											
Making an Impact	BIB	Publicación de resultados: impacto científico y social	Tota Província											
Tools	BIB	Servicios, colecciones y recursos de la biblioteca SJD	Tota Província											
Tools	BIB	Principios de búsqueda bibliográfica y PubMed	Tota Província											

Online [Introduction to Research Course](#): To access the course, you must complete this [form](#) and you will receive a code for registration.

INTRODUCCIÓN A LA INVESTIGACIÓN

DEL 13 DE FEBRERO AL 32 DE JULIO

Con el objetivo de promover la investigación en los centros, este programa formativo pretende proporcionar a los profesionales que quieran iniciarse en el ámbito de la investigación los conocimientos iniciales para poder hacerlo.

Dirigido a los centros de la provincia



ORGANIZACIÓN Y CARACTERÍSTICAS



ITINERARIO FORMATIVO ONLINE Y HORAS LECTIVAS · 3 BLOQUES TEMÁTICOS

- A 5h** **CONCEPTUALIZACIÓN · 10 sesiones formativas**
- (1) Buenas prácticas científicas (2) Ética e investigación (3) Organización del Dpto. Promoción y Gestión Investigación FSJD (4) Maneras de financiar un proyecto de investigación (5) La carrera investigadora en España (6) Buenas prácticas en la gestión de un proyecto (7) Cómo preparar el CV para una convocatoria (8) Ensayos clínicos (9) Buenas prácticas clínicas (10) Protección de datos en investigación
- B 7h** **METODOLOGÍA Y DATOS · 7 sesiones formativas**
- (1) El diseño de un estudio. ¿Por dónde empezar? (2) Búsqueda bibliográfica (3) Construcción de bases de datos y hoja de recogida de datos: REDCAP (4) Introducción a la estadística (5) Conceptos de epidemiología clínica (6) Estudios de coste-efectividad (7) Investigación cualitativa.
- C 6h** **PUBLICACIÓN, DIVULGACIÓN E IMPACTO · 7 sesiones formativas**
- (1) Aspectos prácticos para hacer una tesis doctoral (2) Cómo escribir un artículo científico (3) Cómo realizar una presentación oral en un congreso (4) Bibliometría (5) Acceso abierto y ciencia abierta (6) Divulgación e impacto científico (7) Participación del paciente

EVALUACIÓN FINAL · 1h

Hospitalidad · Calidad · Respeto · Responsabilidad · Espiritualidad

DUDAS Y CONTACTO
frecerca.formacio@sjd.es

PROCESO DE INSCRIPCIÓN



COURSES AIMED AT CORPORATE SERVICES STAFF

Research Comp EU	MF	Activitat formativa	Recomanat per (dema)	Març	Abril	Ma	Jun	Juli	Ago	Sep	Oc	No	De	Gen
Working with Others	SS	Treball en equip i resolució de conflictes	Tot el personal											
Self-Management	SS	Mindfulness/ Benestar físic	Tot el personal											
Working with Others	SS	Bridge: Comunicació interpersonal	Tot el personal											

OTHER MANDATORY COURSES FOR EMPLOYED STAFF (ONLINE AND AVAILABLE ALL YEAR ROUND)

Research Comp EU	MF	Activitat formativa	Recomanat per (dema)	Març	Abril	Ma	Jun	Juli	Ago	Sep	Oc	No	De	Gen
Doing Research	GOV	Formació obligatòria: RGPD a Recerca	Tot el personal											
Working with Others	GOV	Formació obligatòria en igualtat de gènere	Tot el personal											
Doing Research	GOV	Formació obligatòria en Codi Conducta Riscos Penals	Tot el personal											
Working with Others	GOV	Formació obligatòria: Acollida Institucional	Tot el personal											
Self-Management	GOV	Formació obligatòria: PRL	Tot el personal											
Doing Research	GOV	Sessió de sensibilització: HRS4R/ Charter&Code/ OTM-R	Tot el personal											
Doing Research	GOV	Bioseguretat (NOU)	Personal laboratoris											

6. PROCEDURE AND OPERATING REGULATIONS

6.1. Registration Process

- Notification of the commencement of training activities will be sent to the main recipients via internal communications. The message will include details of the content, the schedule of planned activities for the coming months, and the registration code. The number of available places and the target group for each activity will also be communicated. If you do not have an employment contract with FSJD (or Ciber), or if you are not part of the IRSJD, you must send an email to formacio@fsjd.org to request the registration code.
- Registration for each training activity must be completed through the SJD Training Platform once the registration period has opened.
- If the number of applicants does not exceed the number of available places, all interested parties may register, provided they meet the eligibility criteria (the target group for each activity will be specified).
- If the number of interested people exceeds the available places, priority will be given to those employed by the Institution, and registration will be based on the order in which applications are received.

Important note: It is the responsibility of each applicant to have obtained prior authorisation from their line manager to attend the selected course, as the majority of courses take place during working hours.

6.2. Registration Formalisation and Participant Commitment

The Training Coordination team will inform all individuals who have been included in the registration. The remaining applicants will remain on the waiting list, in order of arrival, for the next session.

If a registered participant is unable to attend a session, they must inform the training team (formacio@fsjd.org) as soon as possible to allow someone from the waiting list to take their place.

Important note: Those who fail to attend two training activities without prior notice will not be allowed to participate in further training activities during the current year.

6.3. Certificate of Participation

All participants will receive a certificate of participation after each training session. Once the training has concluded, participants must access the Virtual Classroom to complete the satisfaction survey and download their attendance or accreditation certificate.

6.4. Evaluation of the Training Activity

After each session, an evaluation survey will be conducted to analyse the content, trainers, and format of the activity with the aim of continually improving the quality of future annual training programmes.

For further information, please contact: formacio@fsjd.org

6. Annual English Programme

A continuous English programme is offered to all FSJD professionals. The programme lasts between 6 and 9 months and requires a weekly commitment of 2 hours. Groups will consist of between 4 and 7 people

Programme entry requirements:

- More than 6 months' seniority at the Institution at the time of submitting the registration application.
- The employment contract is expected to remain valid during the current year.
- A commitment to continuous attendance at the course, formalised by signing the attached commitment letter. Attendance at a weekly group class of 1 hour is mandatory, as well as completing individual work via an online platform (an additional hour). Therefore, a weekly commitment of 2 hours is expected over a period of 6 to 9 months. Failure to achieve at least 75% attendance will result in ineligibility for the next training period and may, in some cases, result in a request for partial payment for the course. The People Department will monitor attendance every two months. Places are limited, so please only register if you can guarantee your attendance and commitment.
- The use of English must be necessary for the proper performance of your job, and your application for inclusion in the programme must be endorsed by your immediate manager.

To register, please send the signed commitment letter available on the Intranet to freerca.rhh@sjd.es