



INSTITUTO DE
INVESTIGACIÓN
SANITARIA
FUNDACIÓN JIMÉNEZ DÍAZ

INTERNAL REVIEW

Updated action plan

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<p>1. INTERNAL PROMOTION POLICY AND PROFESSIONAL CAREER PLAN. The internal promotion policy and the professional career plan will be developed. A review of the different professional profiles will be carried out accompanied by a financial analysis that will make it possible to evaluate promotions, professional careers, the future development of work standards, as well as the incorporation of other profiles in the institute's variable remuneration system. The design and approval of salary tables for IIS-FJD professionals is absolutely necessary.</p>	<p>C&C: 8, 11, 25, 26, 28, 33</p> <p>OTM-R: 9</p>	<p>Year 2 (Q3, Q4)</p> <p>Year 3 (Q1, Q2, Q3, Q4)</p> <p>Year 4 (Q1, Q2)</p>	<p>Scientific Director (Carmen Ayuso) and Head of Management Area (Alberto Montero)</p>	<p>Elaboration of the Internal Promotion Plan and Professional Career of the IIS-FJD.</p> <p>Elaboration of salary tables.</p>	<p>EXTENDED</p>	<p>The IIS-FJD has carried out a preliminary analysis of the different professional categories in three areas: researchers, platform technicians and management staff. A series of characteristics have been considered: professional profile, responsibilities of the position and salary tables. Based on this analysis, work is being done on a new IIS-FJD personnel policy/regulatory framework that addresses these points. Regarding the economic conditions of IIS-FJD professionals, variable remuneration has been extended to senior stabilized platform technicians. This remuneration was only available to researchers with categories higher than “Miguel Servet” (senior researchers) and has now been extended to the aforementioned profiles.</p> <p>The new Law on Science approved in Spain and RD Law 8/2022 on urgent measures in the field of labor recruitment of the Spanish System of Science, Technology and Innovation will be taken into account for the development of the Internal Promotion and Professional Career Plan, Therefore, in the next period of the HRS4R Action Plan, the IIS-FJD will finish the analysis of the different professional categories of the institute and meetings will be held with the Human Resources Department of the Hospital to advance in the preparation of the salary tables of the personnel of the hospital. During the year 2022 and 2023, IIS-FJD will carry out a comparison of the salary tables of the IIS-FJD with respect to other similar institutions to establish the best possible definition of the professional categories and the salary tables.</p>

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<p>2. EQUALITY PLAN. The IIS-FJD will draw up an Equality Plan that will provide regulations regarding, among other aspects, non-discrimination, the adoption and dissemination of work and family reconciliation measures, and flexibility in working hours. It will be evaluated and reformulated annually, when necessary.</p>	<p>C&C: 10, 24, 27</p> <p>OTM-R: 8, 18</p>	<p>Year 1 (Q1, Q2)</p> <p>Annual reviews</p> <p>Year 2 (Q4)</p> <p>Year 4 (Q4)</p> <p>Year 5 (Q4)</p>	<p>Scientific Deputy Director (Victoria del Pozo)</p>	<p>Equality plan available and approved.</p> <p>Annual reviews carried out</p>	<p>IN PROGRESS</p>	<p>The IIS-FJD has an Equality Plan for the 2020-2021 period organized into five main blocks: commitment, diagnosis, programming, execution and evaluation. The Equality Plan contains a series of actions in order to promote equality between women and men in the different areas of the Institute. These actions include: formalization of the IIS-FJD's commitment to equal opportunities, communication of the Equality Plan, improvement of the communication of conciliation measures, integration of women in IIS-FJD bodies, program of female leadership, training program for men and women on equality and incorporation of the gender dimension in R&D&i, incorporation of the gender perspective in occupational risk prevention policies, and implementation of a specific protocol for action against harassment.</p> <p>The annual review of the Equality plan has recently been carried out with the aim of knowing the degree of implementation of the actions planned in the IIS-FJD.</p> <p>As future actions, the reviews of the established Equality Plan will continue and training activities will be defined.</p>
<p>3. INTENSIFICATION OF THE DISSEMINATION OF INFORMATION. A specific action will be carried out to disseminate the procedure for the transfer and exploitation of intellectual property rights and the services offered by the Innovation Unit. Work will be done on the dissemination of the Training Plan, working conditions, job security, the system of incentives</p>	<p>C&C: 5, 8, 11, 22, 24, 29, 31</p> <p>OTM-R: 1</p>	<p>Year 1 (Q1, Q2, Q3, Q4)</p> <p>Year 2 (Q1, Q2, Q3, Q4)</p> <p>Year 3 (Q1, Q2, Q3, Q4)</p> <p>Year 4 (Q1, Q2, Q3, Q4)</p> <p>Year 5 (Q1, Q2, Q3, Q4)</p>	<p>Management Area (Cristina Roldán)</p>	<p>Number of measures adopted to improve the dissemination of information.</p> <p>Satisfaction surveys aimed at research staff.</p>	<p>IN PROGRESS</p>	<p>The IIS-FJD sends generic emails to all the institute's staff about training activities and news of interest.</p> <p>There is also a Training Plan whose objective is to improve general scientific knowledge and priority lines of research that address clinical problems. The process of reviewing the Training Plan has recently been completed, incorporating a series of improvements and indicators related to the analysis of the results of the training needs survey circulated to the institute's professionals, as well as the introduction of criteria for prioritize actions.</p> <p>Both the training plan and the calendar of training actions are published on the Institute's website.</p> <p>Link: https://www.fjd.es/iis-fjd/es/formacion-empleo/plan-formacion</p>

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and bonuses, global recognition of the category of researcher, mobility, etc.						A sharepoint page has also been developed that will be implemented during this year 2022 with the aim of announcing calls, report on procedures, disseminate training activities and other dissemination actions of the Institute. During the next period, therefore, the sharepoint page will be launched and the development of the different pending actions in this area will continue. A news dissemination system based on the Acumbamail tool will also be implemented, which will allow launching personalized email campaigns to all the Institute's staff.
4. IMPLEMENTATION OF THE PROJECT MONITORING SYSTEM. Access to the status of their projects will be guaranteed to all principal investigators of the Institute.	C&C: 4	Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1, Q2, Q3, Q4) Year 3 (Q1, Q2)	Head of the Management Area (Alberto Montero)	Guaranteed access to project management programs.	EXTENDED	The IIS-FJD has an R&D&i management system in which researchers, through a username and password, can access to their active projects projects and manage scientific activity. It allows the individualized management of projects and clinical trials both at a scientific and economic level. Several meetings have been held with suppliers and with the IT Department to evaluate the incorporation of other applications, but due to cybersecurity problems and other technological aspects, the current project management system will finally be customized to allow a greater number of procedures and being more accessible and intuitive for the research staff.
5. MODIFICATION OF THE COMPOSITION OF THE RESEARCH COMMISSION. It is proposed to expand the composition of the Research Commission to incorporate representatives of a greater number of scientific groups, such as representatives of researchers in training.	C&C: 35	Year 1 (Q1)	Scientific Director (Carmen Ayuso)	Extended Research Commission	COMPLETED	The IIS-FJD has a Research Commission that has been modified in order to incorporate representatives of more scientific groups of the institute and adapting to the criteria established by the ISCIII for the composition of this Commission. Representatives of the different Euraxess categories (R1, R2, R3, R4), healthcare professionals and researchers from the different hospitals that make up the Institute have been incorporated, always maintaining parity between men and women. Link: https://www.fjd.es/iis-fjd/es/estructura-organizativa/organos-consultivos/comision-investigacion

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<p>6. CONSOLIDATION OF SPECIFIC TRAINING. As an improvement measure, the Scientific Integrity Committee is trying to incorporate activities aimed at aspects related to research integrity (conflict of interest and open publications). In addition, the Training Plan will be reviewed to include aspects related to professional responsibility and other ethical issues.</p>	<p>C&C: 6, 38, 39</p> <p>OTM-R: 9</p>	<p>Year 1 (Q1, Q2)</p> <p>Annual reviews</p> <p>Year 2 (Q4)</p> <p>Year 3 (Q4)</p> <p>Year 4 (Q4)</p> <p>Year 5 (Q4)</p>	<p>Research Ethics Committee Secretary (CEIm) (Lucía Llanos) and Training Responsible of the Research Commission (Raquel Lago)</p>	<p>Research integrity training.</p> <p>No. of training activities related to the use of scientific-technical equipment or training in animal experimentation.</p> <p>No. of scientific seminars given by R1 and R2 researchers.</p> <p>Annual evaluation and reformulation of the Training Plan based on regular surveys addressed to researchers.</p>	<p>IN PROGRESS</p>	<p>The IIS-FJD has a Scientific Integrity Committee whose main mission is to support the quality of research, help preserve its integrity and guarantee the monitoring of good research practices, as well as attend to queries and arbitrate in conflicts that may arise in this area. During 20202, the Scientific Integrity Committee carried out various supervision and advisory activities requested by IIS-FJD researchers and organized a training session on publication bias. In February 2022, a new training session was held by the Committee entitled "Basic concepts, editors and good practices in research, cases of authorship". The Committee's training activities are included in the Training Plan. On the other hand, the Training Plan has been recently updated, introducing improvements related to the analysis of the results of the training needs survey that is circulated to the institute's professionals on an annual basis, as well as the introduction of criteria to prioritize actions. The criteria for monitoring the training plan have also been modified and new contents have been introduced in terms of professional responsibility and ethical aspects. Both the training plan and the calendar of IIS-FJD training activities are published on the website.Link: https://www.fjd.es/iis-fjd/es/formacion-empleo/plan-formacion</p> <p>Over the next few years, the review of the annual training program will continue based on the survey sent to the research staff.</p> <p>Likewise, specific training activities will be carried out on the operation of the scientific-technical teams of the IIS-FJD and training actions in the field of training in animal experimentation.</p> <p>In addition, based on the online survey sent to the Institute's regular distribution list of principal investigators for dissemination to members of their respective research groups. staff in the framework of the intermediate review, monthly scientific seminars will be provided by R1 and R2</p>

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						researchers from the Institute.
7. PLAN OF ACTION WITH AND FOR SOCIETY. All initiatives with and for society must be structured and well organized, to avoid possible duplication and overlapping efforts by the organization's professionals.	C&C: 9	Year 1 (Q1, Q2, Q4) Year 2 (Q1, Q4) Year 3 (Q1, Q4) Year 4 (Q1, Q4) Year 5 (Q1, Q4)	Head of the Care Continuity Department (Óscar Gómez)	Annual preparation (Q1) of the agenda of initiatives to be developed with and for society. Number of annual developed actions. Creation of a web section relating to the Social Agents Advisory Council. Number of scientific dissemination events with the participation of the IIS-FJD. Subsequent evaluation of the activities.	IN PROGRESS	On the one hand, the IIS-FJD has created a Social Agents Advisory Council whose objective is to advise the Institute's Research Commission on non-scientific aspects that are complementary to scientific development in order to direct research outputs towards society by contributing or receiving value of research by playing a role both in the scientific process and in the destination, benefit or use of research. It is currently made up of 5 people from different institutions that represent different sectors of society. <ul style="list-style-type: none"> Juan Francisco Corona Ramon. Member of the FJD Board and Honorary Rector of the Universitat Abat Oliba-CEU. Alberto Duran. Executive Vice President of Fundación ONCE. Julio Fernandez Llamazares. General Director of Communication and Marketing of the Quirónsalud Group. Maria Galvez. General Director of the Patient Platform. Miguel Mir. Lay member of the IIS-FJD Research Ethics Committee. <p>A specific section will be created on the Institute's website to publicize the activities of said Committee and its</p>

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						<p>composition.</p> <p>On the other hand, the Institute has carried out the implementation of a registration and monitoring model for the different activities carried out with key non-scientific agents, such as patient associations and other entities, with the aim of keeping a record of the different actions carried out annually, including this information in the annual scientific reports of the IIS-FJD.</p> <p>The development of scientific dissemination events will be promoted by the IIS-FJD.</p> <p>Over the next few years, activities will continue to be carried out with patient associations and other key non-scientific actors, as well as with society in general, and meetings of the Advisory Council of Social Agents will be held. The registration of the different activities carried out and their publication in the annual scientific reports will also continue.</p>
<p>8. MENTORING PLAN. Work will be done to document and record mentoring and supervision activities for researchers in training. Additionally, a Mentoring Plan will be launched to regulate the tutor-researcher relationship and guarantee compliance, reviewing the plan on an annual basis.</p>	<p>C&C: 36, 37, 40</p> <p>OTM-R: 9</p>	<p>Year 2 (Q1, Q2, Q3, Q4)</p> <p>Annual reviews</p> <p>Year 3 (Q4)</p> <p>Year 4 (Q4)</p> <p>Year 5 (Q4)</p>	<p>Scientific Deputy director (Victoria del Pozo)</p>	<p>Mentoring plan prepared and implemented.</p> <p>Number of registered mentoring actions.</p>	<p>IN PROGRESS</p>	<p>The IIS-FJD has developed an evaluation template for researchers in order to carry out an evaluation of their activity and the mentor is in charge of indicating in a brief description those aspects that need improvement. For the preparation of this template, the monitoring and evaluation reports of the doctoral students and the thesis directors have been taken into account, as well as the monitoring reports requested by the funding agencies of the research calls for human resources</p> <p>Over the next few years, the annual review of this tutoring plan will continue, and a record will be made of the number of tutoring actions registered annually.</p>

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<p>9. IMPLEMENTATION OF AN OPEN ACCESS POLICY. An open access policy will be developed to align the provisions and initiatives promoted by the European Union.</p>	C&C: 8	<p>Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1, Q2, Q3, Q4)</p> <p>Annual reviews Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)</p>	Management Area (Ester Martín)	<p>Elaboration and application of the open access policy.</p> <p>Annual review of the policy.</p> <p>Number of publications in open access journals.</p> <p>Percentage of publications in open access journals of the total annual publications.</p>	IN PROGRESS	<p>The IIS-FJD has developed and implemented an Open Science Policy that establishes different actions to promote and strengthen open scienc.. In this sense, it should be noted that the IIS-FJD participates in a working group of the ISCIII (the main funding entity in the field of Health R&D&i in Spain) for the development of strategies to facilitate open access in health research institutes. The IIS-FJD has been recognized as one of the best institutes in the field of open access, both from the point of view of publications in open access media and from the point of view of the treatment of genomic data and the publication of databases. in open repositories.</p> <p>The IIS-FJD Open Science Policy has recently been revised in compliance with the established annual review, with the aim of specifying the schedule of actions and simplifying the established monitoring indicators.</p>
<p>10. UPDATE OF THE COOPERATIVE SCIENTIFIC PLAN. The Cooperative Scientific Plan will be updated periodically. In this way, researchers will be able to plan their future research projects and in line with the Institute's scientific strategy. An annual evaluation of the different established objectives will be carried out.</p>	C&C: 1, 3, 4	<p>Year1 (Q1, Q2, Q3)</p> <p>Annual Reviews Year 2 (Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)</p>	Scientific Director (Carmen Ayuso)	<p>Updating of the Cooperative Scientific Plan.</p> <p>No. of internal dissemination actions of the HRS4R Strategy in area meetings.</p> <p>Annual Reviews.</p>	IN PROGRESS	<p>The Cooperative Scientific Plan of the IIS-FJD was updated in 2020, describing the main strategic lines of the Institute in scientific issues for the coming years. An evaluation of the developed actions within the framework of the Strategic Plan is carried out in the Institute's annual scientific report and the monitoring indicators are measured. The objectives that are intended to be achieved and the degree of execution are also collected for each area of research: completed, partially completed or not completed.</p> <p>On the other hand, the holding of meetings of the research areas is encouraged. All the research groups from the different areas participate in these meetings and various topics are discussed, such as the objectives of the area and the proposed compliance indicators.</p> <p>These meetings will continue to be held and the indicators proposed in each area will be measured.</p> <p>These area meetings will be used to provide information about some of the aspects of the HRS4R Strategy.</p>

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<p>11. IMPLEMENTATION OF AN ANTI-PLAGIARISM SYSTEM.</p> <p>Work will be done to incorporate an anti-plagiarism tool to promote integrity and responsibility in research by IIS-FJD professionals..</p>	C&C: 3	Year 1 (Q1)	Research Ethics Committee Secretary (CEIm) (Lucía Llanos)	Anti-plagiarism tool implemented.	COMPLETED	The IIS-FJD has a tool for detecting similarities developed by Turnitin company called iThenticate with the aim of preventing plagiarism within the Institute and promoting integrity and responsibility in research by all IIS-FJD professionals. The Scientific Integrity Committee pays special attention to the use of this tool to ensure the quality of research and comply with the principles of scientific integrity. Training activities on the use of the tool will be carried out.
<p>12. REDEFINITION OF THE CONTRACTING PROCESS.</p> <p>Work will be done on a standardized template for job offers in English in order to be able to publish all offers on the Euraxess platform, with details on the evaluation process (which will focus on assessing the global trajectory of the candidates and will improve the information given to staff not selected) and promotion possibilities.</p> <p>The participation of external evaluators in the recruitment processes will be promoted, favoring the participation of international profiles, especially in the hiring of</p>	<p>C&C: 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 30</p> <p>OTM-R: 2, 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23</p>	<p>Year 1 (Q1, Q2, Q3, Q4)</p> <p>Year 2 (Q1, Q2, Q3, Q4)</p> <p>Year 3 (Q1, Q2, Q3, Q4)</p> <p>Year 4 (Q1, Q2, Q3, Q4)</p> <p>Year 5 (Q1, Q2, Q3, Q4)</p>	Head of the Management Area (Alberto Montero)	<p>Recruitment processes redefined.</p> <p>Number of processes managed and adhered to the European labor market in accordance with the general principles and requirements of the C&C.</p> <p>Number of positions published in Euraxess.</p> <p>Number of evaluation processes with the participation of international profiles.</p>	IN PROGRESS	<p>The IIS-FJD job offers are prepared in both Spanish and English and are published at EURAXESS.</p> <p>During this period, a series of actions have also been carried out to improve the personnel recruitment and selection procedure:</p> <ul style="list-style-type: none"> • Development of an OTM-R policy. • Preparation of a guide with instructions for the preparation of job offers to facilitate researchers, in which the evaluation/selection criteria that must be taken into account for the personnel selection process are indicated. • Preparation of a standard document for the Selection Committee in charge of resolving the different selection processes, including information on the scores obtained by the different candidates presented/selected. <p>During the next period, the development of the activities included in this action plan will continue.</p> <p>Work will be carried out on the implementation of a quality system that allows the review of compliance with the OTM-R principles.</p>

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professionals with consolidated scientific experience.				Periodic satisfaction surveys carried out with the principal investigators in relation to improvements that are implemented in the recruitment procedure.		

New actions incorporated in the action plan as a result of the internal analysis carried out for the intermediate review of the HRS4R Strategy based on the results of the online survey sent to the Institute's regular distribution list of principal investigators for dissemination to members of their respective research groups. and the work carried out by the IIS-FJD HRS4R Working Group are described below.

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<p>13. DISSEMINATION PLAN OF THE HUMAN RESOURCES STRATEGY FOR RESEARCH PERSONNEL OF THE IIS-FJD. A specific action plan will be carried out to further disseminate the different actions developed within the framework of the HRS4R Strategy.</p>	<p>C&C: 8, 12, 23 OTM-R: 1,5,10</p>	<p>Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)</p>	<p>Scientific Director (Carmen Ayuso) and Head of the Management Area (Alberto Montero)</p>	<p>Annual review of the HRS4R action plan.</p> <p>Carrying out an online survey that includes the progress made in the action plan of the HRS4R Strategy and allows knowing the degree of satisfaction of the research staff.</p> <p>Number of actions to disseminate the HRS4R Strategy in annual conferences</p> <p>Review of the OTM-R Policy on an annual basis.</p>	<p>NEW</p>	<p>The IIS-FJD will carry out an annual review of the actions developed from the proposed action plan.</p> <p>A specific annual survey will be carried out to assess the degree of knowledge and satisfaction of the institute's staff with respect to the progress made in the implementation of the HRS4R action plan.</p> <p>Information about the HRS4R Strategy will be disseminated in the different meetings of the areas that are held in the IIS-FJD and an annual conference will be held in which, among other aspects, the main characteristics of the Strategy and the progress made in the action plan.</p> <p>The annual review of the designed OTM-R policy will be carried out.</p>

