

Polytechnic Institute of Viseu
HIGHER SCHOOL OF HEALTH

Tender notice Nº. 27/2020

Opening of an open tender procedure, in the form of an open-ended public contract, to recruit an Adjunct Professor in Nursing to teach Medical-Surgical Nursing curricular units.

1 –This tender invitation is conducted pursuant to the Teaching Career Statute of the Polytechnic Higher Education Institutions (Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico (ECPDESP)) approved by Decree-Law Nº. 185/81, dated July 1st, amended by Decree-Law No. 207/2009, dated August 31st (in which it was republished), and by Law Nº. 7/2010, dated May 13th. This tender offer will be available for 30 working days from its date of publication in the *Diário da República* (Official Gazette) and lays down the conditions for the recruitment of an Adjunct Professor, in the form of an open-ended public employment contract with a five year probationary period, in accordance with Article 10.º -B of Decree-Law no. 207/2009, dated August 31st, amended by Law no. 7/2010, dated May 13th, who will be responsible for the Medical-Surgical Nursing curricular units.

2 – Expiration date: this tender offer is exclusively intended to fill the aforementioned jobs and will end when the positions are filled.

3 – Essential functions of the position:

3.1 – In accordance with Article 2º -A of the ECPDESP, teachers of polytechnic higher education institutions are responsible for providing the teaching duties they are entrusted with and for providing guidance and monitoring to their students; conducting research and cultural projects or activities of experimental development; taking part in extension programs, in scientific and technological dissemination activities and in the economic and social valuation of knowledge and participating in the management of their respective higher education institutions.

3.2 - In accordance with paragraph 4 of Article 3.º of the ECPDESP, the Adjunct Professor will be responsible for collaborating with the coordinating teachers on a subject or scientific area and, specifically: he will be responsible for and teach theoretical, theoretical and practical and practical classes; he will guide, mentor and monitor internships, seminars and lab or field work; direct, develop and conduct scientific research studies and activities of experimental development, in accordance with the general guidelines previously and superiorly defined for the subject or scientific area; cooperate with the teachers who are teaching the same subject or with those who belong to the same scientific area to organize syllabuses, the teaching methods and the general research guidelines of the subjects they have to teach.

4 - Remuneration position in accordance with article 35º, nº. 1 of the ECPDESP.

5 - Admission requirements:

5.1 - Under the terms of article 17º of the General Labour Law in Public Functions - Law no. 35/2014, dated June 20th, and of article 12º of the ECPDESP, applicants must meet, cumulatively, the following general requirements:

- a) Be 18 or older;
- b) Not be inhibited to holding a job in the public sector and their personal record shouldn't inhibit them from performing the intended position;
- c) Be in good health and possess the physical and psychological profiles required for the job;
- d) Meet the compulsory vaccination requirements set by law.

5.2 - In accordance with article 17 of the ECPDESP, applicants should hold a PhD degree in Nursing or be a Clinical Nurse Specialist. Medical-Surgical specialist nurses may also apply for the position. The title of specialist mentioned in Article 17º of the ECPDESP refers to the application of Article 48º of Law No. 62/2007, dated September 10, and of Decree-Law No. 206/2009, dated August 31.

6 – Formalizing the application:

6.1 - The application must be submitted along with an admission request form made to the President of the Polytechnic Institute of Viseu and delivered in person or by registered post with acknowledgement due to the following address: Av. José Maria Vale de Andrade, Campus Politécnico, 3504-510 Viseu – Portugal or delivered personally at that address - from 10 am to 12 am and from 2 pm to 5 pm – before expiration of the deadline set forth, and must contain, inter alia, the following information:

a) The candidate's full identification (full name, date of birth, nationality, Social Security Number and Tax Identification number, postal and electronic address, telephone number);

b) Academic qualifications and/or professional/academic titles;

c) The applicant's category, the subjects he teaches or the subject area to which he belongs, his teaching experience in Higher Education Institutions and the institution he is currently teaching, where applicable.

d) Any other elements that, in the candidate's opinion, might have a positive impact on his assessment or may grant him reason for legal preference;

e) Identification of the tender offer to which the candidate applies and the mention to the *Diário da República* in which it was published;

f) List of documents submitted during the application procedure

(g) Date and signature.

6.2 - Applications sent by e-mail will not be accepted.

7 – Application procedure:

7.1 – Along with his application, the candidate must submit the following additional documents, duly numbered and identified:

a) A consent copy of the candidate's social security card;

b) A signed statement, under oath, attesting that the applicant is not: inhibited to holding a job in the public sector and that his personal record doesn't inhibit him from performing the intended position; that he is in good health and possesses the psychological profile required for the job, and meets the compulsory vaccination requirements set by law.

c) Certified copy of the documents proving that the candidate holds a PHD or a specialist qualification obtained in accordance with Decree-Law no. 206/2009, dated August 31st. Applicants holding a qualification certificate obtained in a foreign country must provide a certified copy of the PHD recognition, equivalence or registration in Portugal, in accordance with applicable legislation, and evidence that they hold a Clinical Nurse Specialist title in Medical-Surgical Nursing issued by the "Ordem dos Enfermeiros"

d) Document proving the teaching category of the applicant, his years of teaching experience and, where applicable, the institution where he is currently teaching and the position currently held;

e) A copy of the applicant's curriculum vitae in paper and digital PDF format, containing all the information deemed relevant to the assessment of the application, and organized in accordance with the selection and serialization criteria set out in the tender notice. These copies will have to be submitted together with all their respective supporting documents;

- f) A paper copy and a PDF digital copy of the works the candidate considers to be the best representative of the quality of his curriculum, up to a maximum of two documents;
- g) A listing in a non-editable format containing the exact identification of all the documents submitted (name of each file);
- h) The structure of the curriculum must fully follow the "Operationalization of the parameters and criteria of curricular assessment". It must respect the order in which the assessed parameters and items are presented and the applicant has to attach the requested documents validated by the institution.
- i) In accordance with paragraph 6º of Article 11 of Ordinance no. 125-A/2019, dated April 30th, all jury minutes containing the assessment parameters and the corresponding weighting of each selection method to be used, the classification grid and the method final assessment system are to be published on the IPV web page at: <http://www.ipv.pt>.

7.2 –7.4 - Whenever deemed necessary, under the terms of subparagraph a) of paragraph 4 of article 23rd of the ECPDESP, the jury may request the candidates to submit the original supporting documents referred in their curriculum vitae and to submit any additional document related to said curriculum vitae. In such case, the jury will set out the deadline for the submission.

7.3 - The documents referred to in paragraphs e), f) and g) of point 7.1 of this tender offer will have to be delivered in a non-editable format (pdf), in digital format (CD/DVD/Flash drive) duly identified, and the candidate must ensure the legibility of the files, a rigorous copy of the documents delivered on paper format, as well as their clear identification.

7.4 - The curriculum vitae must be written in Portuguese or in English, whenever the candidate is from a foreign country.

7.5 - The supporting documents attached to the Curriculum Vitae must be presented in the original language in which they were issued. They must be translated into Portuguese or English when those are not the source languages

8 - Exclusion of the candidate's application:

8.1 - Failure to submit the documents required under the terms set by this tender procedure or their submission after the stipulated deadline determines the exclusion of the candidate.

8.2 - The submission of a false document entails the immediate exclusion from the competition and a legal complaint will be filed to the competent entity and may give rise to a criminal procedure.

8.3 - Candidates who do not meet the admission conditions will be automatically excluded. They will be informed of that intention by email, so that all interested parties can be heard, under the terms of the Administrative Procedure Code.

9 - Once the preliminary assessment of the admitted candidates' curricula is completed, the jury may, if deemed necessary, proceed to public hearings. In this case, all the candidates will be informed, at least five days in advance, of the date and place where these public hearings will take place.

10 - The documents submitted by the candidates will be returned to them at their request, three months after the end of this competition, except if the present tendering procedure is challenged in court. In such a situation, the return of the requested documents may only occur after the final judgment has been enforced.

11 –Selection and serialization criteria, assessment system and final classification:

11.1 - The candidates' selection is carried out through a curricular assessment method and takes the form of an overall classification awarded in accordance with a valuation system based on parameters, criteria and weightings.

11.2 - In the candidates' curricular assessment, the following parameters will be considered:

a) The candidate's Qualification (CQ), based on the assessment of his academic and training background, taking into consideration the following criteria:

i) Academic degree and Clinical Nurse Specialist title, in accordance with Decree-Law no. 206/2009, dated August 31st;

ii) Specialized and post-graduate training, title in Medical-Surgical Nursing;

iii) The candidate's reflection on the impact the qualification obtained has had on his performance in the subarea (area of expertise) for which he is applying

b) The candidate's pedagogical capacity (CP), based on the assessment of the quality and length of his previous pedagogical practice, considering:

i) The curricular units taught and the type of classes taught, in the different study cycles;

ii) Any other pedagogical activity related to vocational training;

iii) The candidate's experience in the production of teaching material and in the implementation of innovative techniques and methods developed to support teaching;

iv) A critical reflection made by the candidate on the impact the pedagogical activities referred to in the previous paragraphs have had on his performance in the position for which he is applying,

c) The candidate's professional, scientific and technical performance (PSTP), based on the assessment of the candidate's work, studies and activities that are relevant to the subject subarea for which he is applying, namely those the candidate considers his most representative:

i) Scientific papers published from 01 -01 -2010 onwards;

ii) The implementation of science and technology dissemination actions that took place from 01 -01 -2010 onwards;

iii) Participation in R&D projects;

iv) A critical reflection carried out by the candidate on the impact the technical and scientific activities referred to in the previous paragraphs had on his performance in the position for which he is applying.

d) Organizational Dimension (OD), based on the assessment of the most representative activities developed by the candidate, considering:

i) The provision of services and consulting tasks;

ii) Management positions and functions held in higher education institutions or in other institutions;

iii) Professional, cultural, social and any other type of activities considered relevant by the candidate and not included in the above parameters;

iv) Critical reflection made by the candidate on the kind of impact the activities referred to in the previous paragraphs may have had on his performance in the position for which he applies.

11.3 - The criteria and weightings used to carry out the curricular assessment of the different parameters are defined by the jury and are available for consultation under the terms set out in subparagraph i) of point 7.1 of this tender notice.

11.4 - The applicant's final classification (FC), expressed on a 0 to 100 rating scale, is obtained through the following formula:

$FC = (0.20 CQ + 0.40 CP + 0.30 PSTC + 0.10 OD)$ will be converted into a 0 to 20 points scale (C) using the formula $C = FC/5$. The candidates whose final classification is equal or greater than 10, without rounding, will be approved in absolute merit.

11.5 – If several candidates are granted the same final classification, account shall be taken of the first two decimal places of the scores obtained. Should the tie persists, the following tie-breaker criteria will be applied successively:

1) Best result obtained thanks to the sum of PSTP and CP;

2) Best CP score;

- 3) Best PSTP classification;
- 4) Best OD score.

12 — Table — Valuation System used in the candidates' selection and serialization

Parameters	Weightings
1-Candidate's Qualification (CQ)	0.2
2-Pedagogical Capacity Criterion (PC)	0.4
3-Professional, Scientific and Technical Performance (PSTP).	0.3
4- Organizational Dimension (OD)	0.1

	Weightings	Maximum weighted score
CQ Criteria		
1.1-Academic degree and Specialist title *	0.65	65
1.2- Specialized and post-graduate training carried out in Higher Education institutions	0.30	30
1.3-Candidate's critical reflection on the impact the qualification obtained has had on his performance in the subarea (area of expertise) for which he is applying	0.05	5
CP Criteria		
2.1- The candidate's collaboration to the production of teaching material and in the implementation of innovative techniques and methods developed to support teaching;	0.15	15
2.2-Teaching duties: curricular units taught and the types of classes taught, in the different study cycles	0.60	60
2.3- Any other pedagogical activity related to vocational training since 2009/2010	0.20	20
2.4- Critical reflection made by the candidate on the impact the pedagogical activities carried out had on his performance in the position for which he is applying,	0.05	5
PSTP Criteria		
3.1-Teaching experience in the area/subarea	0.10	10
3.2- Scientific production and dissemination	0.35	35
3.2- Participation in scientific projects	0.25	25
3.2- Contribution to the scientific community	0.25	25
1.3-Critical reflection carried out by the candidate on the impact the technical and scientific activities referred to in the previous paragraphs had on his performance in the position for which he is applying	0.05	5
OD Criteria		
4.1 – Management positions and functions held in higher education institutions or in other institutions	0.40	40

4.2- Participation in juries assembled to hire higher education institutions teaching and non-teaching staff	0.20	20
4.3 - Other management positions of acknowledged public interest.	0.20	20
4.4 –Professional, cultural, social and any other type of activities deemed relevant by the candidate and not included in the above parameters;	0.15	15
4.5- Critical reflection made by the candidate on the kind of impact the activities referred to in the previous paragraphs may have had on his performance in the position for which he applies	0.05	5

* In this subparagraph the score should only be assigned to the candidate's most representative item.

Note. — The specialist title refers to criteria laid out in Decree-Law n.º 206/2009, dated August 31st

13 - Composition of the Jury: Medical-Surgical Nursing

President

João Luís Monney de SáPaiva PhD- President of the Polytechnic Institute of Viseu

Effective Jury Members

João Carvalho Duarte - Coordinating Professor at the School of Health of the Polytechnic Institute of Viseu

Maria Isabel Domingues Fernandes- Coordinating Professor at the Nursing School of Coimbra

Ana Paula Gonçalves Antunes Sapeta- Coordinating Professor at Dr. Lopes Dias Higher School of Health of the Polytechnic Institute of Castelo Branco

Maria Alice Mártires - Coordinating Professor at the Higher School of Health of the University of Trás-os-Montes e Alto Douro

Paulo José Parente Gonçalves- Coordinating Professor at the Nursing School of Oporto

Alternate Members

Isabel Maria Pinheiro Borges Moreira - Coordinating Professor at the Nursing School of Coimbra

Filipe Miguel Soares Pereira - Coordinating Professor of the Nursing School of Oporto

14 - The president of the jury will be replaced, whenever he is absent or unable to act, by the first effective jury member.

15 – Once all the candidates' curricula are assessed, the jury, based on the final assessment system, prepares and approves a report based on the assessment of the curriculum of each of the candidates, giving each of them a final classification expressed on a 0 to 20 rating scale.

16 - In compliance with subparagraph h) of article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement, scrupulously to avoid any form of discrimination.

17 - This competition will also be advertised on the BEP (Public Employment Pool), on the Fundação para a Ciência e a Tecnologia I.P (Foundation for Science and Technology) website, in Portuguese and English, and on the Polytechnic Institute of Viseu website, in Portuguese and English, under the terms of Article 29º-B of the ECPDESP.

November 2019. – The President, Professor João Luís Monney de Sá Paiva

