

## ESCOLA SUPERIOR DE ENFERMAGEM DE COIMBRA

### PUBLIC NOTICE

Document-based tender for recruitment of a “Professor Adjunto”, under a public service employment contract of unspecified duration, for the subject area of Nursing, subarea of Medical-Surgical Nursing.

1 - In accordance with the Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico (Career Statute for Teaching Staff in Higher Polytechnic Education, hereinafter referred to as ECPDESP), approved by Decree-Law no. 185/81, of 1 July, amended by Decree-Law no. 207/2009, of 31 August (in its republication), and Law no. 7/2010, of 13 May, as well as in accordance with the Regulation for the Recruitment of Teaching Staff, approved by Order of 13 June 2019, by the President of the Nursing School of Coimbra (Escola Superior de Enfermagem de Coimbra, hereinafter referred to as ESEnfC) and published by Order no. 6279/2019 in Diário da República, 2nd series, no. 129, of 9 July, it is hereby made public that, under the terms laid down in paragraph 1(d) of article 92 of the Legal Framework for Higher Education Institutions (RJIES) approved by Law no. 62/2007, of 10 September, and paragraph 1(d) of article 49 of the ESEnfC Statutes, approved by Legislative Order no. 50/2008, of 9 September, published in Diário da República, 2nd series, no. 185, of 24 September, by order of the President of the ESEnfC of 24 November 2020, for a period of 30 working days from the publication of this notice in Diário da República, a document-based tender is open for the recruitment of one “Professor Adjunto” under a public service employment contract of unspecified duration, with an experimental period of five years, in accordance with article 10(B) of Decree-Law no. 207/2009, of 31 August, amended by Law no. 7/2010, of 13 May, for the subject area of Nursing, subarea of Medical-Surgical Nursing.

2 – Validity period: This tender is valid for this position only, expiring when the position is taken.

3 – Functional content of the category:

3.1 – In accordance with article no. 2-A of ECPDESP, polytechnic higher education lecturers are responsible for providing the academic service assigned to them and for guiding and supervising students; developing research, cultural creation, or experimental development activities; taking on extension, scientific, and technological dissemination, and economic, and social knowledge promotion responsibilities; and participating in the management of their higher education institutions

3.2 - Under the terms of article no. 3 (4) of ECPDESP, the “Professor Adjunto” is responsible for co-operating with the “Professores Coordenadores” within the scope of a subject or scientific area, and, specifically, for: managing and teaching theoretical, theoretical-practical and practical classes; guiding and supervising internships, seminars, and laboratory classes or fieldwork; managing and developing scientific research and experimental development activities, following previously established guidelines on the subject or scientific area; cooperating with other professors of the subject or scientific area

in the coordination of the programmes, teaching methodologies, and general research guidelines of the disciplines of that area.

4 – Remuneration position in accordance with article 35 (1) of ECPDESP.

5 – Admission requirements:

5.1 - Under the terms of article no. 17 of the General Labour Law in Public Functions - Law no. 35/2014, of 20 June, and article no. 12-E of ECPDESP, only candidates who meet all of the following general requirements, up to the last day of application submission, can apply:

- a) Be at least 18 years of age;
- b) Not be inhibited to holding a job in the public sector nor forbidden to perform the intended position;
- c) Be in good health and possess the psychological profile required for the job;
- d) To have complied with the compulsory vaccination requirements.

5.2 - According to article no. 5 of Order no. 6279/2019 (ESENfC Regulation for the Recruitment of Teaching Staff), published in *Diário da República*, 2<sup>nd</sup> series, no. 129, of 9 July, as well as article no. 17 of ECPDESP, only those who hold a Ph.D. degree or are considered specialists in the subject area or similar area to which the tender is open, and that, because a subarea is foreseen, meet the specific necessary conditions, which in this case will be holding a professional title of nurse specialist in medical-surgical nursing or professional title in any of the subareas of medical-surgical nursing established by the Ordem dos Enfermeiros. The specialist title indicated in article no. 17 of ECPDES refers to the one specified in article no. 48 of Law no. 62/2007, of 10 September, and Decree-Law no. 206/2009, of 31 August.

6 - Application:

6.1 - Candidates must submit an admission request addressed to the President of the ESENfC by postal mail (registered letter with return receipt) to the following address Serviço de Recursos Humanos da Escola Superior de Enfermagem de Coimbra, Avenida Bissaya Barreto, 3004-011 Coimbra, or in person in that address from 10h00 to 12h00 and from 14h00 to 17h00 up to the deadline established, and it must include:

- a) Full identification (full name, date of birth, nationality, I. D. number, address, email, and telephone number);
- b) Academic qualifications and/or professional/academic titles;
- c) Category, group, or subject area in which the candidate is currently integrated, length of service as faculty member in Higher Education or the Institution in which the candidate is currently working, if applicable.
- d) Any other information that candidates consider may influence the assessment of their merit or constitute grounds for legal preference.

- e) Identification of the tender, with the indication of the Diário da República in which the Public Notice was published;
- f) List of the documents sent with the request;
- g) Date and signature.

6.2 - Applications sent by email shall not be considered.

## 7 – Submission:

7.1 - Candidates must send the following documents, properly numbered and identified:

- a) Consented copy of the I.D. document;
- b) Statement, under oath, attesting the compliance with the following aspects:
  - Not be inhibited to holding a job in the public sector nor forbidden to perform the intended position;
  - Be in good health and possess the psychological profile required for the job;
  - To have complied with the compulsory vaccination requirements.
- c) Certified copy of the documents attesting that the candidate holds a Ph.D., or the specialist title obtained in accordance with Decree-Law no. 206/2009, of 31 August. Candidates holding foreign qualifications must provide a certified copy of the document attesting to the recognition, equivalence or record of the Ph.D. in Portugal, under the terms of the applicable legislation, and proof of the professional title of nurse specialist in Nursing issued by the Ordem dos Enfermeiros;
- d) Document attesting the category, length of service, and institution where the candidate is working, if applicable;
- e) Six copies of the curriculum vitae, including the information relevant to the evaluation of the application, and organized in accordance with the selection and ranking criteria in this Public Notice, with the documents attesting them;
- f) Non-editable list identifying all the documents submitted with the application (name of each file).
- g) The structure of the curriculum vitae must strictly comply with the “Operationalization of parameters and criteria of the curricular evaluation” approved by the jury of the tender in minutes no. 1, following the order of the parameters and items for evaluation and attaching documents validated by the responsible institutions;
- h) In accordance with paragraph 6 of article 11 of Decree no. 125-A/2019, of 30 April, minutes of the jury, which include the parameters of assessment and the corresponding weightings of every selection method to be applied, the classification table, and the final grading system of the method shall be published on the webpage of the School, at <https://www.esenfc.pt/pt/page/3684/165>.

7.2 – In accordance with paragraph 4 (a) of article no. 23 of ECPDESP, and paragraph 3 of article no. 18 of the Regulation for the Recruitment of Teaching Staff, approved by Order

of 13 June by the President of the ESEnfC and published by Order no. 6279/2019 in Diário da República, 2nd series, no. 129, of 9 July, the jury may, whenever necessary, request the candidates to submit the original supporting documents attached to the curriculum vitae, as well as to provide additional documentation related to the curriculum vitae, establishing a deadline for this purpose.

7.3 - The candidate must provide a copy of the documents mentioned in sub-paragraphs e) and f) of paragraph 7.1 of this notice in a duly identified non-editable format (PDF) in digital support (CD/DVD/ USB flash drive). The candidate must ensure that the files are legible and identified and represent an accurate copy of the documents submitted in paper.

7.4 - The Curriculum Vitae must be written in Portuguese or English if the candidates come from foreign countries.

7.5 - The supporting documents attached to the curriculum vitae shall be submitted in the original language in which they were issued and must be translated into Portuguese or English if these are not the languages of origin.

8 - Exclusion from tender:

8.1 - Each candidate must submit the documents required in this Public Notice within the deadline established, on penalty of exclusion.

8.2 - The submission of false documents shall lead to immediate exclusion from the tender, and those facts shall be reported to the competent authority for purposes of criminal prosecution.

8.3 - Candidates who do not meet the admission requirements shall be excluded and notified to a "Hearing of Interested Parties" by email under the terms of Administrative Procedural Law.

9 - Following the preliminary evaluation of the curriculum vitae of admitted candidates, the jury may decide to hold public hearings, in which case all candidates will be informed of the date and place of the public hearings at least five days in advance.

10 - The documents provided by candidates shall be returned upon request, three months after the termination of this tender, except in the event that the tender has been subject to judicial objection, in which case the documents shall only be returned after the jurisdictional decision is made.

11 - Selection and ranking criteria and final assessment and classification system (established under the terms of article no. 7 of Order no. 6279/2019, of 9 July):

11.1 - Candidates shall be selected through the curricular assessment method. The final classification shall be obtained based on a valorization system composed of parameters, criteria, and weightings.

11.2 - The following parameters shall be considered in the curricular assessment:

a) The candidate's qualification (Q), evaluated based on the candidate's academic and training experiences, considering the following criteria:

- i.* The academic degrees and the specialist title in Nursing obtained in accordance with Decree-Law no. 206/2009, of 31 August.
  - ii.* Specialized and postgraduate training.
  - iii.* The candidate's critical reflection about the contributions of the activities mentioned in the previous paragraphs to the position and subarea (Medical-Surgical Nursing) to which the candidate is applying.
- b) The candidate's technical-scientific and professional performance (DTCP), evaluated on the basis of the analysis of the most relevant works and activities to the subject area of the tender:
- i.* Scientific publications from 01-01-2010 up to the publication date of this notice.
  - ii.* The development of scientific and technological dissemination activities from 01-01-2010 up to the publication date of this notice.
  - iii.* The participation in R&D projects from 01-01-2010 up to the publication date of this notice.
  - iv.* The candidate's critical reflection about the contributions of the most relevant activities mentioned in the previous paragraphs to the position and subarea (Medical-Surgical Nursing) to which the candidate is applying.
- c) The candidate's pedagogical capacity (CP), evaluated based on the quality and extent of his/her previous pedagogical practice, considering the following criteria:
- i.* Course units and type of classes lectured in the several cycles of studies.
  - ii.* Other pedagogical activity within the scope of professional training, from 01-01-2010 up to the publication date of this notice.
  - iii.* Experience in the elaboration of pedagogical materials and implementation of innovative techniques and methods to support teaching, from 01-01-2010 up to the publication date of this notice.
  - iv.* The candidate's critical reflection about the contributions of the most relevant activities mentioned in the previous paragraphs to the position and subarea (Medical-Surgical Nursing) to which the candidate is applying.
- d) Other activities relevant to ESEnfC mission (OAR), evaluated based on the individual activities developed by the candidate, considering:
- i.* Provision of services and consultancy.
  - ii.* Positions and responsibilities in higher education institutions and others.
  - iii.* Professional, cultural, and social activities and others considered relevant by the candidate and not included in the previous parameters.
  - iv.* The candidate's critical reflection about the contributions of the most relevant activities mentioned in the previous paragraphs to the position and subarea (Medical-Surgical Nursing) to which the candidate is applying.

11.3 – The criteria and weightings for the assessment of the candidate’s qualification are defined by the jury and available for consultation under the terms of paragraph 7.1(h) of this notice.

11.4 - The final classification (CF), on a scale of 0 to 100 points, is obtained through the following formula:  $CF = (0.20 Q + 0.30 DTCP + 0.30 CP + 0.20 OAR)$ . The classification (C) shall use a scale from 0 to 20 points, applying the formula  $C = CF/5$ . Candidates who have a final classification equal to or higher than 12 points are considered approved with absolute merit.

11.5 - In case of a tie, the final classifications to two decimal places will be applied and, in case a tie still exists, the tie-break criteria will be applied as follows: 1) Best score of the sum of DTCP and CP; 2) Best classification in CP; 3) Best classification in DTCP; 4) Best classification in OAR.

12 - Table - System for the selection and ranking of candidates

Parameters	Weighting
Qualification (Q)	0.2
Technical-scientific and professional performance (DTCP)	0.3
Pedagogical capacity (CP)	0.3
Other relevant activities for ESEnFC mission OAR)	0.2

Criteria (Q)	Weighting	Weighted maximum score
i. Academic degree and title of specialist*	0.45	45
ii. Specialized and postgraduate training.		
Final grade of the master’s or Postgraduate Specialization Degree in Nursing that resulted in the title of specialist nurse in Medical-Surgical Nursing.	0.05	5
Postgraduate training relevant to the subarea for which the tender was opened.	0.15	15
Other postgraduate degrees.	0.05	5
iii. Candidate’s critical reflection about the contributions of the activities mentioned in the previous paragraphs to the position and subarea (Medical-Surgical Nursing) to which the candidate is applying.	0.3	30

Criteria (DTCP)	Weighting	Weighted maximum score
<i>i.</i> Scientific publications from 01-01-2010 up to the publication date of this notice.	0.3	30
<i>ii.</i> Scientific and technological dissemination activities from 01-01-2010 up to the publication date of this notice.	0.25	25
<i>iii.</i> Participation in R&D projects from 01-01-2010 up to the publication date of this notice.	0.15	15
<i>iv.</i> Candidate's critical reflection about the contributions of the activities mentioned in the previous paragraphs to the position and subarea (Medical-Surgical Nursing) to which the candidate is applying.	0.3	30
Criteria (CP)	Weighting	Weighted maximum score
<i>i.</i> Course units and type of classes lectured in the several cycles of studies.		
In the scientific subarea of nursing for which this tender was opened.	0.3	30
In other nursing and related areas.	0.1	10
Head teacher or responsible for a course unit.	0.1	10
<i>ii.</i> Other pedagogical activity within the scope of professional training from 01-01-2010 up to the publication date of this notice.	0.15	15
<i>iii.</i> Experience in the production of pedagogical materials and implementation of innovative techniques and methods to support teaching from 01-01-2010 up to the publication date of this notice.	0.05	5
<i>iv.</i> Candidate's critical reflection about the contributions of the activities mentioned in the previous paragraphs to the position and subarea (Medical-Surgical Nursing) to which the candidate is applying.	0.3	30
Criteria (OAR)	Weighting	Weighted maximum score
<i>i.</i> Provision of services and consultancy.	0.2	20

ii. Positions and responsibilities in higher education and other institutions.	0.2	20
iii. Professional, cultural, and social activities and others considered relevant by the candidate and not included in the previous parameters.	0.3	30
iv. Candidate's critical reflection about the contributions of the activities mentioned in the previous paragraphs to the position and subarea (Medical-Surgical Nursing) to which the candidate is applying.	0.3	30

\*In this section, only the item with the highest weights will be scored.

NB: The title of specialist is indicated in Decree-Law no. 206/2009, of 31 August.

13 - Jury:

Chair: Paulo Joaquim Pina Queirós, Coordinating Professor of the Nursing School of Coimbra, by delegation of powers of the President of ESEnfC;

Voting Members:

Isabel Maria Pinheiro Borges Moreira, Coordinating Professor of the Nursing School of Coimbra, Ph.D. in Nursing;

Maria Teresa Sarreira Leal, Coordinating Professor of the Higher Nursing School of Lisbon, Master in Nursing Sciences;

Maria Alice Góis Ruivo, Coordinating Professor of the School of Health of the Polytechnic Institute of Setúbal, Ph.D. in *Desarrollo e Intervención Psicológica*;

Ana Paula Morais de Carvalho Macedo, Coordinating Professor of the School of Nursing of the University of Minho, Ph.D. in Education, area of school organization and management;

João Manuel Figueira Rodeia, Coordinating Professor of the School of Health of the Polytechnic Institute of Beja, Master in Nursing Sciences.

Alternate voting members:

Maria Isabel Domingues Fernandes, Coordinating Professor of the Nursing School of Coimbra, Ph.D. in Didactics;

Aniceta Maria Viana da Paz, Coordinating Professor of the Health College of the Polytechnic Institute of Santarém, Master in Theology and Health Ethics.

14 – The chair of the jury shall be replaced, when absent and deterred, by the voting member appointed in first place.

15 – After the evaluation of the candidates' curriculum vitæ, the jury, based on the final evaluation system, prepares, and approves a reasoned report evaluating the curriculum vitæ of each of the candidates and assigns it a classification on a scale of 0 to 20 points.



16 - In compliance with Article 9(h) of the Portuguese Constitution, the Public Administration, as employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement and takes action to prevent each and every type of discrimination.

17 - This public notice will also be published on the website BEP - Bolsa de Emprego Público (Governmental Public Employment Portal), as well as in both Portuguese and English on the website of the Foundation for Science and Technology I. P., and the website of the ESEnfC, in compliance with article no. 29-B of ECPDESP.

21 December 2020 - The President, Professora Doutora Aida Maria de Oliveira Cruz Mendes