

TRAINING POLICY

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1. OBJECTIVE

IMIM's Management stimulates and promotes all those actions that enhance the development of its professionals and their integration into the organization.

With this commitment, it prioritizes a people management model that guarantees having talent aligned with the mission and values of the Institution. And in this sense, training becomes a key tool for the development of our professionals in the face of continuous scientific and technological evolution.

To provide a differential value, we focus our training on technical knowledge, on constantly updating regulations that affect our sector and on boosting personal and professional growth by enhancing skills and competences associated with jobs.

The main tool of the training policy is the Training Plan, which we define periodically through the detection of the training needs of workers and institutional needs.

2. PRINCIPLES

Our training policy:

- ✓ Commitment to continuous professional development. Staff at any stage of their careers should have the opportunity to develop and improve their professional skills and competencies.
- ✓ It is aligned with the strategic needs and linked to the achievement of the values and objectives of the Institution.
- ✓ It takes into account the requirements and recommendations of funding organizations and certifying and accrediting entities.
- ✓ It is committed to complying with the principles of excellence established by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter&Code) defined by the European Commission as a reference framework to improve institutional policies and provide a stimulating work environment.
- ✓ It is directly related to the job.
- ✓ It has a specific budget item.

3. TRAINING OFFER

The training offer by the Institution and the research environment of which we are part is:

3.1 Research Staff in Training (R1)

In addition to the training received by research staff in training through its Doctoral Programmes, the institution promotes their continuous training by participating in:

- Continuing Training Programme: an annual institutional training programme through which a range of training proposals are offered, ranging from more technical areas (statistics, laboratory, etc.), to areas more closely linked to management or personal skills. This program aims to respond to the most immediate training needs of the institution's staff expressed through the needs detection survey and provide the necessary knowledge so that they can adapt to the news and constant changes that affect our sector.
- Seminars given by invited researchers or those of their own group or affiliation research programme. The scientific sessions of the programme are presented by IMIM doctors or external guests proposed by the members of the research groups. They are open to all IMIM staff who are interested in the subject but primarily aimed at the research staff of the Program. The group sessions are internal and aim to share the progress in the projects, share and receive feedback from the members of the group on presentations of congresses, thesis or dissertations that will be carried out, etc.
- Congresses and conferences in his field of research.
- IMIM PhD Day, a symposium organized by the Doctoral Students Committee (CED) that aims to be a meeting point for doctoral students in which to present their work to both colleagues and senior researchers of the institution.
- Scientific Retreat, an annual meeting event for the scientific community to share the latest advances of the institution's research groups, share experiences and look for new ways of collaboration. This meeting space is also an opportunity for young researchers to present their research work previously assessed by the Internal Scientific Committee.
- PRBB Intervals Programme: a training programme aimed mainly at research staff for the development of transversal competences related to personal, interpersonal and management skills in the research environment.
- Conferences and various initiatives at the intercentre level: Career Week, Open Day, etc.
- Sessions and conferences organized by external organizations and entities such as AGAUR, AQUAS, CERCA, among others.

The research staff in training has the support of the Doctoral Students Committee (CED) constituted by a doctoral student from each research program of the IMIM. This committee has the following objectives:

- ✓ Support students and represent them before the institution.
- ✓ Organize scientific activities, in order to help each other at a professional level.
- ✓ Organize social activities to put all IMIM PhD students in contact.

Through the CED, trainee researchers receive help in terms of administrative procedures and scientific aspects of their daily work, advise and help students both at the level of operation of the doctorate and the Institution and are the voice of the students at the same time of raising issues or making suggestions to the Management. At the same time, their representativeness as researchers starting their scientific career is guaranteed through their representation in the Internal Scientific Committee.

As established in Royal Decree 103/2019, of March 1, which approves the Statute of predoctoral research staff in training, "predoctoral research staff in training may collaborate in teaching tasks without implying a decrease in the teaching load of the department that assigns the collaboration up to a maximum of 180 hours during the total extension of the predoctoral contract, and without in any case exceeding 60 hours per year".

In order to guarantee the quality of the doctoral student's training and the correct supervision of their thesis, the researcher supervising doctoral students must inform the Talent and Training Unit (Department of Excellence) of the tutored theses.

3.2 Junior (R2), Senior (R3) and Leader (R4) Research Staff

The research staff of level R2, R3 and R4 of the scientific career, has at their disposal the following training options:

- Continuing Training Programme.
- Scientific sessions organised by other institutions in the research environment.
- Scientific dissemination events in various areas.
- National and international seminars and congresses.
- Scientific Retreat.
- PRBB Intervals Programme.
- Sessions and conferences organized by external organizations and entities such as AGAUR, AQUAS, CERCA, among others.

3.3 Technical and research support staff

The administrative and technical staff have at their disposal the following training options:

- Continuing Training Programme.
- PRBB Intervals Programme.
- Sessions and conferences organized by external organizations and entities such as AGAUR, AQUAS, CERCA, among others.

3.4 Personnel in specialized health training (Residents)

In addition to the official training program, the Institution contributes to the professional development of residents by carrying out the common cross-disciplinary training program that includes training in Scientific methodology, Writing an article, Critical Reading Transversal Studies and Rapid Efficient Bibliographic Research (BBE-R).

3.5 Undergraduate and postgraduate students

Every year, and without prejudice to welcoming students from other universities, students are welcomed on internships from the two universities affiliated to the IMIM, the Autonomous University of Barcelona (UAB) and the Pompeu Fabra University (UPF) that offer undergraduate and postgraduate training.

3.6 Emerging research groups

Following the IMIM's policy of attracting talent, the attracted groups will be considered as emerging research groups during the first 5 years since they were established in the center.

Within the framework of its support policy for these newly created groups, the institution offers its members specific training in leadership, financing opportunities and technology transfer.

4. CONTINUING TRAINING PLAN

4.1 Detection of training needs

An annual process of detection of training needs is carried out through an online survey published on the Intranet and aimed at all staff for the collection of individual needs and Program Directors, Group Coordinators and Heads of Management Services for the collection of needs at the group level.

At the same time, the institutional needs derived from the Strategic Plan and the needs arising from the requirements established by the financing organizations and the certifying and accrediting entities are determined. It also takes into account the analysis of the results obtained through the evaluation questionnaires of the courses carried out in previous editions as well as the suggestions or training proposals that may be sent by the staff through the email address made permanently available to them.

Based on this information, the Talent and Training Unit (Department of Excellence) defines the annual Training Plan. During the term of the Plan, if a specific demand is identified that is not covered by the existing offer, a training for it will be organized.

4.2 Implementation

The Continuing Training Plan is valid annually or every two years and is disseminated through the following channels:

- Intranet: in the Talent and Training space through which registrations are also made.
- Intranet: publication of news.
- Notice boards: poster of the course.
- Mail to Program Directors, Group Coordinators, Heads of Management Services for the dissemination of courses among the staff of their teams.
- Specific email to the target groups of the training.

4.3 Evaluation

The evaluation of the Plan is key to guaranteeing the usefulness of the training actions that are carried out.

For this reason, various aspects are evaluated, and a statement of the Training Plan is presented to the Management every year.

- Evaluation of the satisfaction of the participants: through the Evaluation Questionnaire, the evaluation that the participants make of the training action they have attended is analysed.
- Learning assessment: it is assessed whether the participants have acquired the knowledge or skills provided. To do this, the trainer performs one or more evaluation tests during or at the end of the training.
- Evaluation of the degree of execution: the degree of compliance with the defined training plan is analysed. It checks whether the planned actions have been executed and, otherwise, the reasons for them will be assessed. The process of definition and planning, procedures, dissemination and any other data of interest are also valued to guarantee the maximum usefulness, efficiency and adequacy of the following editions.

4.4 Training areas and modalities

The Continuing Training Plan offers training in areas such as Statistics, Ethical/Legal Aspects, Administrative Management, Management and Personal Skills, Languages, Laboratory, Research Methodology, Occupational Risk Prevention, ICT/IT; and the training modalities can be face-to-face, elearning or mixed according to needs.

4.5 Financing

The Continuing Training Plan has a specific budget and benefits, whenever possible, from the training bonus through the State Foundation for Training in Employment (FUNDAE).

4.6 Conditions of access

- Registration for the courses is done through the intranet (Talent and Training).
- The allocation of places is made in order of registration, giving priority to the groups receiving the training action.
- The training is voluntary except when the Institution establishes non-elective actions when the content of the course:
 - is necessary for the development of the job.
 - is related to the strategic interests/needs of the Institution.
 - is mandatory by legislation.
- To participate in a training action, prior approval of the person in charge is required. This approval can be done online through the email that the person in charge will receive when the worker has pre-registered.
- If you renounce the assigned position, you must inform Laia Rabal (lrabal@imim.es) of the Talent and Training Unit (Department of Excellence) as far in advance as possible in order to fill the vacancy.

- The hours of training carried out during working hours should not be recovered as long as the action has been organized by the institution and is related to the job.
- It is essential to attend a minimum of 75% of the sessions in order to obtain the certificate of the course. If the training action is non-elective, the reason for non-attendance must be justified.
- Failure to comply with these conditions unjustifiably may result in the exclusion of other training actions within the period of one year.
- Workers with at least one year of experience in the company are entitled to a paid leave of 20 hours per year of training linked to the job cumulative for a period of up to three years. The specification of the enjoyment of the leave must be established by mutual agreement between worker and employer. (*Royal Decree-Law 3/2012, of 10 February, on urgent measures for labour market reform*).

4.7 Information to the Business Committee

Given that the IMIM Foundation is the managing authority of the Institute, and in accordance with the provisions of article 15 of Royal Decree 395/2007, of 23 March, regulating the subsystem of continuing professional training, the IMIM Foundation's business committee is informed of the aspects related to the continuing training plan.

4.8 Accreditation of training actions through the Catalan Council for Continuing Training of Health Professions

From the Institution we manage the accreditation of continuing training activities and programs in the health field.

5. COLLABORATIONS WITH UNIVERSITIES

Training and teaching are pillars that accompany research. In this context, IMIM seeks to strengthen its collaboration with universities with actions aimed at facilitating the recruitment of personnel in the early stages of the scientific career.

5.1. Internship agreements with bachelor's and master's degree students

IMIM offers bachelor's and master's degree students from any university and, mainly, from the two affiliated universities, the Autonomous University of Barcelona (UAB) and Pompeu Fabra University (UPF) the opportunity to carry out research at the IMIM. The aim is to promote the scientific careers of students from all over the world by offering them the experience of working in our institution. Specifically, bachelor's and master's degree students are offered the possibility of carrying out their bachelor's/master's degree final project, curricular and extracurricular internships, as well as paid internships.

5.2. Master's degree in Neuropsychology and Behavioural Neurology

IMIM also collaborates in the organization and teaching of master's degrees such as the "Master in Neuropsychology and Neurology of Behaviour". A master's degree in intensive practical training organized in collaboration between the IMIM and the UAB, which is carried out through the daily incorporation of students in neuropsychology, neurology, neurosurgery and other services in the clinical context, for 21 months and with a total of 2,400 hours.

Optional practical courses are also offered to obtain the National Accreditation of the Expert Psychologist in Clinical Neuropsychology.

At the same time, the "Master in Neuropsychology and Neurology of Behaviour" collaborates with IMIM both in teaching and tutoring clinical practices and master's degree final projects. This collaboration is derived from: research projects, publications, books and articles, doctoral theses, master's thesis and the organization of international meetings with the participation of experts of great international prestige.

5.3 Statistical advice to students of Final Degree Project

IMIM offers its advisory services in statistical analysis within the framework of the subject of Final Degree Project of Medical students of the Pompeu Fabra University (UPF). This collaboration consists of a statistical consultancy of 2 hours per student with the aim of introducing the student to the research methodology.

5.4 Master's degree in Public Health

IMIM and PSMAR collaborate with the Master's degree in Public Health (MSP) coordinated by the Pompeu Fabra University (UPF) and organized jointly with the Autonomous University of Barcelona (UAB), since 2006. The MSP enables students to understand health/disease processes and their determinants from a population perspective and to face health problems through collective interventions to promote, protect and restore health. It is recognized "with an international dimension" by the Agency for University Quality (AQU): of the 40 students per year, almost a third part are from countries in Latin America, North America, Europe or Africa.

The MSP consists of 2 academic years (120 ECTS credits). In the second year, students spend 6 months in a research centre (IMIM, PSMAR or other associated excellent collaborating centres) where the master's final project (TFM) is developed. IMIM-PSMAR actively participates with more than 15 professionals including subject coordinators, collaborating teaching professors and doctorates who direct the TFM.

5.5 Nursing subject in clinical trials (Degree in Nursing)

The clinical professional who conducts research, requires specific training in order to know the requirements of his research work from an ethical and legal side, besides technique, seeking scientific excellence.

IMIM and PSMAR collaborate, within the framework of the Degree in Nursing of the Pompeu Fabra University (UPF), with the teaching of the Nursing subject in clinical trials by a teaching team made up of members of the Clinical Research Unit of the IMIM.

This subject aims to provide nursing students with the basic notions to be part of the research teams of a clinical trial, ensuring compliance with the applicable ethical and legal regulations.