

**POLYTECHNIC INSTITUTE OF SANTARÉM**

**SANTARÉM SCHOOL OF HEALTH**

Notice no. \_\_\_\_ / 2023

**Application procedure to recruit a job for Assistant Professor, in the form of a permanent public service contract in the disciplinary area of Rehabilitation Nursing at Santarém School of Health of the Polytechnic Institute of Santarém.**

Considering the favourable opinion of the Technical-Scientific Council of the Santarém School of Health (ESSS) at a meeting on september 13<sup>th</sup>, 2023, under the terms of the Career Statute for Higher Education Teaching Staff (ECPDESP), approved by Decree-Law no. 185/81, of July 1<sup>st</sup>, as amended by Decree-Law No. 69/88, of March 3<sup>rd</sup> and 207/2009, of August 31<sup>st</sup>, and by Law No. 7/2010, of May 13<sup>th</sup>, in accordance with Regulation No. 558/2010 of 18<sup>th</sup> June - Regulation of Competitions for the Hiring of Teaching Staff at the Polytechnic Institute of Santarém, published in the Diário da República, 2<sup>nd</sup> series, No. 122, of 25<sup>th</sup> June 2010, it is made public that, by order of the President of the Polytechnic Institute of Santarém, Assistant Professor João Miguel Raimundo Peres Moutão, is open for a period of 30 working days, as of the business day immediately following the publication of this notice in the Diário da República, a documentary contest for the recruitment of 1 (one) Assistant Professor, corresponding to an existing and not occupied position on the IPSantarém / ESSS Personnel Map, for the Nursing area of Rehabilitation Nursing, from Santarém School of Health, duly and previously allocated in the budget of IPSantarém, under the following terms and conditions:

1. Category: Assistant Professor
2. Functional content of the category: the one described in article 2 and paragraph 4 of article 3 of ECPDESP and in the IPSantarém Teachers' Service Delivery Regulation, published in the Diário da República, 2nd series no. 122 of June 25th , 2010.
3. Number of jobs: 1 (one)

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**Escola Superior de Saúde de Santarém**

Quinta do Mergulhão – Sr<sup>a</sup> da Guia – 2005-075 SANTARÉM

Tel.: 351 243 307 200 – Fax: 243 307 210 – E-mail: [geral@essaude.ipsantarem.pt](mailto:geral@essaude.ipsantarem.pt) – <https://siessaude.ipsantarem.pt>

4. Workplace: School of Health of the Polytechnic Institute of Santarém, located at Quinta do Mergulhão Sr.ª da Guia 2005-075 Santarém and other places where IPSantarém develops its activity.
5. Modality of the legal employment relationship: Employment Contract in Public Functions for an indefinite period.
6. Compensatory positioning: this will be determined under the terms of article 35, paragraph 1, of ECPDESP.
7. Validity: the contest is valid for filling the aforementioned job post, and is exhausted with its filling.
8. Area for which the contest is open: Rehabilitation Nursing
9. Admission requirements:
  - 9.1 Under the terms of 17<sup>th</sup> of the LTFP and of article 12<sup>th</sup>-E of the ECPDESP, only candidates who, up to the deadline for submission of applications, cumulatively meet the general requirements defined in these rules.
  - 9.2 The holders: PhD in nursing or a PhD and title of specialist in Nursing (pursuant to article 17<sup>th</sup> of ECPDESP, article 48<sup>th</sup> of Law no. 62/2007, of September 10<sup>th</sup>, and the Decree-Law No. 206/2009, of 31 August) or title of specialist in Nursing (under the terms of article 17 of ECPDESP, article 48 of Law no. 62/2007, of 10 September , and Decree-Law No. 206/2009, of 31 August) and holders of the professional title of nurse specialist in Rehabilitation Nursing.
  - 9.3 The holders of foreign qualifications must prove the recognition, equivalence or registration of the degree, in accordance with the applicable legislation and internal regulations.
10. Formalization of Applications:
  - 10.1 Applications must be formalized by means of a paper application form, in Portuguese, dated and signed, addressed to the President of the Polytechnic Institute of Santarém, which contains the complete identification of the candidate, indicating full name, date of birth, nationality, identification number, address, telephone contacts and e-mail address, the name of the competition to which you are applying and Diário da República that advertises this notice and the list of accompanying documents.

10.2 Applications must be submitted on paper and be delivered in person in the Human Resources Department of the Polytechnic Institute of Santarém, Complexo Andaluz, Apartado 279, 2001-904 Santarém during office hours (9am-12.30pm; 2pm-5.30pm), or sent by registered mail with acknowledgment of receipt, to the same Postal code.

10.3 The deadline for the submission of applications will be 30 working days in accordance with Article 18<sup>th</sup> of Regulation No. 558/2010, according to the presentation method, in the following terms:

10.3.1 Until the closing time to the public of the Human Resources Department of the Polytechnic Institute of Santarém, on the last day of the period, in presence.

10.3.2 Until the last day of the period, confirmed by the date of registration of the mail, in the presentation by post.

10.4 Application instruction:

10.4.1 The applicant must accompany his application with the following documents in digital support (usb pen or cd):

10.4.1.1 Authorized photocopy of the identification document;

10.4.1.2 Consented photocopy of the tax identification card (if you do not have a citizen card);

10.4.1.3 Declaration by the candidate under his honor, in which it ensures:

a) Not be inhibited from exercising public functions or prohibited from exercising public functions;

b) Have complied with the mandatory vaccination laws;

c) Possess physical strength and psychic profile that are indispensable for the exercise of the functions to which is applying.

10.4.1.4 Certified copy, or copy according to the original, of the certificate of academic and professional qualification or other suitable document legally recognized for the purpose, of the diploma of PhD degree and / or certificate of the title of specialist (according to Decree-Law no. 206/2009 of 31<sup>st</sup> August), or, in case of a foreign degree, certified copy of recognition, equivalence or registration of the degree in

Portugal and proof of the professional title of specialist nurse in rehabilitation Nursing by the Portuguese Order of Nurses – Ordem dos Enfermeiros.

10.4.1.5 One copy of the curriculum vitae (pdf file, in non-editable format), dated and signed, containing all relevant information for the evaluation of the application and the respective supporting documents, organized according to the selection and ranking criteria contained in this notice.

10.4.1.6 Any other elements that the candidate considers likely to influence the assessment of its merit or constitute a reason for legal preference.

10.4.1.7 Declaration of authorization for sharing personal data (available on the IPSantarem website: [www.ipsantarem.pt/rh/procedimentos-concursais-pessoal-docente/](http://www.ipsantarem.pt/rh/procedimentos-concursais-pessoal-docente/)).

10.5 The curriculum vitae must be written in Portuguese, and candidates from foreign countries can write it in English. The curriculum structure must fully follow the “Operationalization of curriculum evaluation parameters and criteria” following the order of the evaluation parameters and items to be evaluated, respecting the sequence, numbering and coding and attaching documents validated by institutional managers.

10.6 The supporting documents attached to the curriculum must be presented in the original language in which they were issued, and their translation into Portuguese or English is mandatory, when these are not the source languages.

10.7 Whenever considered necessary, the jury may request the candidates, by e-mail, to present the original supporting documents attached to the curriculum, as well as the delivery of additional documentation related to it.

10.8 Failure to submit the documents required under the terms of this notice, or their submission after the stipulated deadline, determines the exclusion from the contest.

10.9 Failure to submit documents related to the curriculum presented by the candidate implies the non-assessment of the elements that they should prove.

10.10 The presentation of a false document determines the immediate exclusion from the competition and the participation to the competent entity for the purposes of an appropriate procedure.

10.11 Candidates who do not meet the conditions for admission, as mentioned in number 9 of this document, will be excluded outright, being previously notified of this intention by email, for the purpose of holding the hearing of interested parties, under the terms of the Administrative Procedure Code.

11.. The documentation presented by the candidates is destroyed when its refund is not requested within a maximum period of one year after the end of the respective competitive procedure, and the documentation presented that has been subject to judicial challenge can only be destroyed or returned after the execution of judicial decision not subject to appeal.

## 12. Selection Methods:

12.1 The evaluation method to be used is that of curriculum evaluation, through which the aim is to evaluate technical-scientific and professional performance, pedagogical capacity, and the exercise of other activities relevant to the institution's mission in the area in which the competition is open, being considered the following parameters, to which the indicated weight was attributed:

- 1) Technical-Scientific and Professional Performance (TSPP): 35%
- 2) Pedagogical Capacity (PC): 40%
- 3) Other Relevant Activities (OAR): 25%

12.2 When assessing Technical-Scientific and Professional Performance (TSPP), the following items will be taken into account:

- 1) Scientific publications (20%)
- 2) Carrying out science and technology dissemination actions (15%)
- 3) Research and development (10%)
- 4) Orientation or co-orientation of thesis / dissertation / internship report / project work (10%)
- 5) Participation in national or international juries of academic exams (5%)
- 6) Other relevant conditions: Qualification of the candidate (25%)

7) Reflection aligned with functional content of Assistant Professor (15%).

12.3 When assessing Pedagogical Capacity (PC), the following items will be taken into account:

- 1) Exercise of teaching duties in relation to the percentage of FTE in HEI (30%)
- 2) Teaching experience in HEI (35%)
- 3) Relevant activities not previously explained (15%)
- 4) Production of teaching materials and development of strategies to support the teaching and learning process (5%)
- 5) Reflection aligned with functional content of Assistant Professor (15%).

12.4 When evaluating Other Relevant Activities (OAR), the following items will be taken into account:

- 1) Non-degree awarding training (25%)
- 2) Professional experience in the area in which the competition is open (30%)
- 3) Services and consultancies (20%)
- 4) Relevant activities not previously explained (10%)
- 5) Reflection aligned with functional content of Assistant Professor (15%).

**13. Final classification:** The calculation of the Final Classification (FC) of the contest will result from the application of the following formula:

$$FC = TSPP (35\%) + PC (40\%) + OAR (25\%)$$

13.1 The classification will be expressed on the numerical scale from 0 to 100 points, divided up to hundredths.

13.2 In the event of a tie between the candidates (even after using the centesimal classifications), the following tiebreaker criteria will be applied successively:

13.2.1 Having completed the training conferring the PhD degree in nursing longer;

13.2.2 Having obtained the title of specialist in nursing (according to Decree-Law No. 206/2009 of 31<sup>st</sup> August) longer;

13.2.3 Having completed the training conferring the master's degree longer;

Note: When there is a need to clarify any interpretive doubts in the application of the criteria, decisions will be taken by consensus among the jury members.

**14. Jury:**

President (by delegation of powers from the President of the Polytechnic Institute of Santarém):

Alcinda Maria Sarmiento do Sacramento Costa dos Reis (PhD), Assistant Professor and Subdirector of the Santarém School of Health.

Effective Members:

Esperança do Gago Alves Pereira (Ph.D), Coordinating Professor at the Nursing School of the University of Viana do Castelo

César João Vicente da Fonseca (Ph.D), Coordinating Professor at the Nursing School S. João de Deus of the University of Évora;

Maria do Céu Lourenço Sá (Ph.D), Coordinating Professor at the Nursing School of Lisbon.

Rosa Maria Lopes Martins (Ph.D), Coordinating Professor at the School of Health of the Polytechnic Institute of Viseu (Retired Professor)

Vanda Lopes da Costa Marques Pinto (Ph.D), Coordinating Professor at the Nursing School of Lisbon.

Alternate Members:

Carlos Manuel Sousa Albuquerque (Ph.D), Coordinating Professor at the School of Health of the Polytechnic Institute of Viseu;

Maria Salomé Martins Ferreira (Ph.D), Coordinating Professor at the School of Health of the Polytechnic Institute of Viana do Castelo.

15. The President of the Jury in his absences and impediments will be replaced by the first effective member.
16. Consultation of the process: the tender process can be consulted by the candidates who request it, at the Human Resources Department of the Polytechnic Institute of Santarém during office hours.
17. Publication: In addition to publication in DR, this contest will also be publicized on the BEP (public employment exchange), on the EURAXESS website in English, and on the IPSantarém website, under the terms of article 29-B of ECPDESP.
18. In compliance with paragraph h) of article 9<sup>th</sup> of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equality of opportunity between men and women in access to employment and professional progression, providing scrupulously in order to avoid any form of discrimination.

December 14, 2023. - The President of the Polytechnic Institute of Santarém, João Miguel Raimundo Peres Moutão

  
**João Moutão**  
Presidente