



**FUNDACIÓN DE INVESTIGACIÓN
BIOMÉDICA**

Hospital Universitario de Getafe

CODE OF GOOD PRACTICE IN RESEARCH

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Acronyms

FIBHUG: Foundation for biomedical research of the University Hospital of Getafe
IISGetafe: Health Research Institute of the University Hospital of Getafe
HUG: University Hospital of Getafe
UEM: European University of Madrid
CEI: Research Ethics Committee
CEIM: Ethics Committee for Research with Medicines

INTRODUCTION

Este manual Feel the normative and regulatory bases for the correct, ethical and honest development of R+D+i in the Fflood for Biomedical Research of the University Hospital of Getafe in the framework of the UNE quality certification 166002:2014 on the management and innovation of clinical research programs and projects and other related activities in the field of biomedicine. It one document prepared in the field of research and intended for researchers, the institution itself and project managers and collects those rules, recommendations and commitments that favor the quality and integrity of the research developed. It's about a dynamic manual, free from be updated over time and to which innovation and management processes can be incorporatedrivados of the different research actions Made.

RESEARCH STRUCTURE

The Foundation for Biomedical Research of the University Hospital of Getafe (FIBHUG) has set out to achieve in recent years a more efficient structure, which allows competition in the national and international framework, where the main organizational priorities are based on the implementation of cooperative research initiatives.

To achieve this objective, the Health Research Institute of the University Hospital of Getafe (IISGetafe) was created (see Annex 1), the result of the relationship between FIBHUG itself, the University Hospital of Getafe, the European University of Madrid (UEM) and the Ministry of Health of the Community of Madrid (Directorate-General for Research, Training and Health Infrastructures). (See Figure 1)



Illustration 1 Organizational structure of Research at the U. de Getafe Hospital

This organizational structure allows to enhance collaboration and cooperation between these centers and research groups, in order to promote basic, clinical, technological, epidemiological and health services research (see Figure 2). The FIBHUG aims to encourage and develop research programmes and projects or the training of researchers; to ensure the quality, ethics and deontological principles of research; to promote the culture of excellence in health research and to promote the translation of results to society, the health system, the scientific community and the economic system, encouraging innovation and the transfer of results.

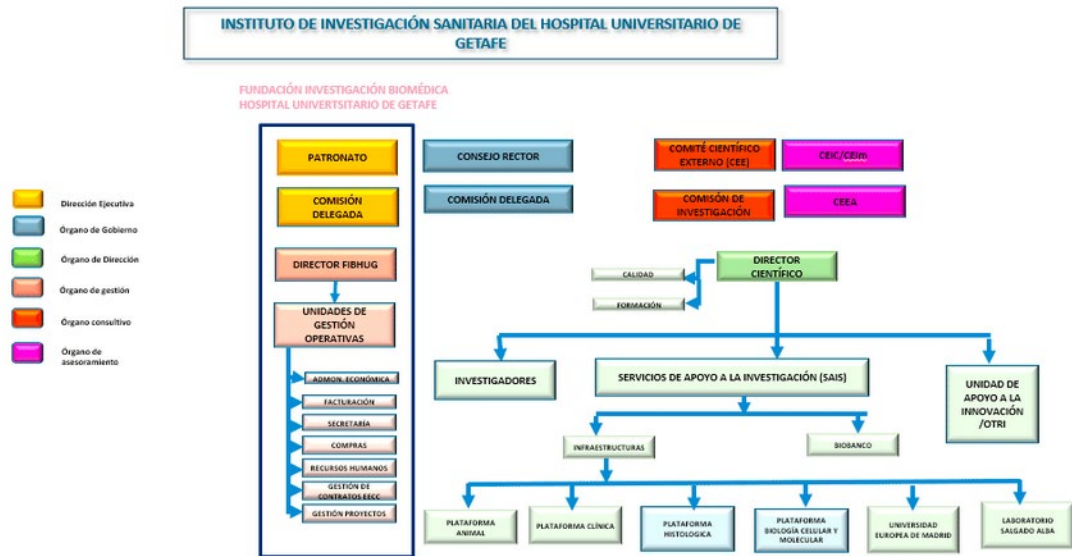


Figure 2 Organization chart of the University Hospital of Getafe

RESEARCH VALUES

FIBHUG is aligned with the guidelines of the Strategic Action in Health and global trends in health research. To this end, a set of values have been established that favor and promote scientific quality, competitiveness and visibility of research. These values are as detailed below.

Freedom

This principle refers both to the choice of the line of research and to its development. Freedom of inquiry is a fundamental value and can only be restricted if they seek to protect other constitutionally protected principles. This freedom is limited by the ethical principles expressed in the Statutes of the FIBHUG, by the legal precepts applicable in each case as well as in the agreements, guidelines of good clinical practices and declarations of national and international scope that refer to it.

Basic research with successful results requires transparency, free exchange of information, and publication of those results.

Conflict of interest

Conflict of interest arises when the commitments and obligations incurred by a member of the research staff, a pre-doctoral student or a funding entity or company may be influenced or compromised by another secondary interest, usually of a personal or economic nature.

Researchers should avoid conflicts of interest that could compromise the validity of their research results. They must pay attention to possible situations that may lead to conflicts of

interest. In case of incurring them, they must make them public and face them adequately according to the policy of the FIBHUG, the evaluation bodies or the editors of the publications.

Honesty

FIBHUG research staff must be honest in their research activities. You must not infringe intellectual property rights, plagiarize or self-plagiarize or selectively manipulate or present the results. Honesty should also govern the activities of evaluation of scientific articles, research projects or the scientific activity of other individuals. Researchers must clearly, clearly and precisely recognize authorship and the collaborations and contributions, both direct and indirect, of other colleagues.

Responsibility

Research staff must ensure that research is carried out in accordance with the principles of action expressed in the FIBHUG Statutes and under the terms and conditions defined by the funding entity or agreed between FIBHUG and the funding bodies. For this it is necessary that:

- The research is carried out with sustainability criteria, both economic and environmental.
- The research is developed according to the original proposal submitted to the funding entity, except when amendments have been agreed.
- Funding shall be used only for the objectives and tasks envisaged.
- The reports shall reflect the work carried out and shall be submitted within the time limits set.
- The conditions relating to publication, authorship and intellectual property are met.
- Material and economic resources will be used efficiently and effectively, making correct and responsible use.
- It will collaborate with fibhug management services to ensure proper management and justification of funds.

Confidentiality / Protection of personal data

The processing of personal data received at FIBHUG will comply with the principles and obligations established in [Organic Law 15/1999, of December 13, on the Protection of Personal Data](#) and its implementing Regulations, approved by [Royal Decree 1720/2007, of December 21](#).

RESEARCH MANAGEMENT

Research management aims to help research staff in the different needs that may arise as a result of their activity. His work includes support on issues ranging from applying for a grant, to the integral management of a research project, the organization of a congress or how to obtain a scholarship, among others.

According to the FIBHUG Statutes (see Annex 2) research is structured in research groups, formed in turn by academic staff with common scientific objectives and who depend on a

responsible researcher. In each group, the communication channels between its members will be defined as well as the responsibilities assumed by each of them and they will be assigned a project manager for their development.

Up to the structure of the management of the R&D&i stays up to date periodically (see Figure 3), as well as the functions and responsibilities of each of the positions that make up the unit.

Research management in FIBHUG follows the following process:

- Management of ideas R&D&i. Each project idea is evaluated in the call, making a quantitative assessment of it and an observation is issued about it. The issuance of evaluation certificates of each project by the Clinical Research Ethics Committees, the Animal Experimentation Ethics Committee and the Research Commission ensures the registration evidence of the identification and establishment of evaluation criteria and selection of ideas that materializes in projects.
- Planning, monitoring and control of projects. Each project maintains its own individualized record, documenting the periodic and global monitoring of its progress. It includes all the economic and financial management of each one, the process of co-financing researchers, obtaining funding and the management of clinical trials and observational studies.
- Innovation Management and Technology Transfer. Since 2013, FIBHUG has had an agreement with the OTRI of the European University of Madrid for the development of this activity.

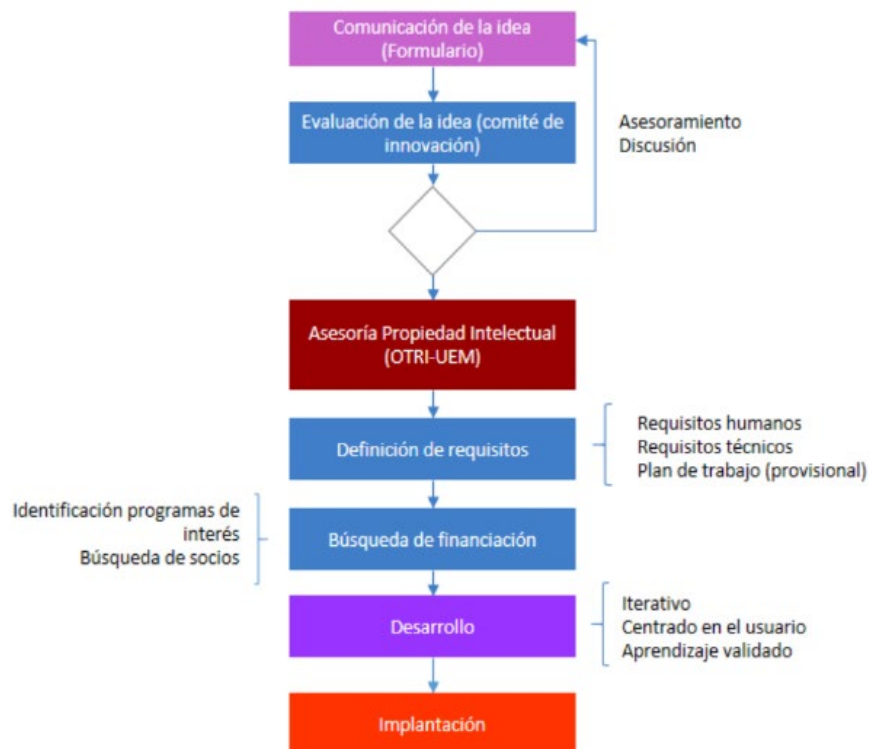


Figure 3 Research Management Procedure

The management of research at FIBHUG is based on three fundamental pillars, which are training, leadership and supervision.

Formation

FIBHUG has defined a training plan that has the following general objectives:

1. Promote translational and excellence research as well as innovation;
2. Collaborate in the increase of the critical mass of researchers in the health sector with special attention to the development of emerging and training groups.
3. Promote the development of attractive R&D&I training activities adapted to the particular needs of R&D&I staff. FIBHUG, as a strategy for the promotion of their skills and knowledge in the field of health research.
4. Promote the culture of research and innovation at all levels and professional categories.
5. Implement a standardized system for detecting training needs
6. Implement an attractive and quality training offer that serves as a mechanism to attract new research personnel.
7. To promote the interrelationship of researchers at FIBHUG as a promotion of clinical-basic collaborative activity, public health and health services and the development of future joint research.

Recipients of the training

The training plan includes as recipients of its particular activities all FIBHUG staff, regardless of their profile or professional category, as a tool for the fulfillment of the established objectives.

Technical support staff

This includes laboratory technical staff and those belonging to other job categories responsible for the development and application of techniques and activities, whose work directly impacts the result of the research carried out at FIBHUG. Clinical trial support staff at FIBHUG are included in this category .

Researchers in training

Included in this category are both researchers who are beneficiaries of aid programmes aimed at the development of training activities and scientific and technical specialization through, at least, the corresponding official doctoral studies, and those who develop their specialized health training.

Postdoctoral and senior researchers

As a support and ultimate generators of scientific activity, it is a priority for the Foundation to develop a training offer adapted to their needs, focused mainly on updating their knowledge about new techniques or novel research. Therefore the preferable format will be that of conferences, seminars and conferences.

Project Managers/Technicians

As integrators of the different components of the knowledge generation chain at FIBHUG, the formation of this profile is based on the continuous updating of the programs and mechanisms of funding of research at national and international level. The format will therefore be the information days, seminars and conferences.

Other recipients

It will also contemplate the training in research and innovation of external personnel and activities to disseminate the work and results of fibhug to the general population, as a means of attracting human resources to increase the critical mass of researchers.

The training offer of the FIBHUG will preferably be articulated in the form of courses, seminars and conferences, adjusting the specific format of each of the activities developed to the content and recipient of the same.

Leadership

Investigation teams shall have at least one person responsible for the leadership of the team and its public representation. These responsibilities include both the intellectual and organizational and supervisory aspects of management.

The heads of research teams shall promote a working environment in which their members can train and develop their skills and in which the exchange of knowledge and the achievement of common research objectives are encouraged. Those responsible should in turn encourage cooperation with other investigation teams. The manager or Principal Investigator must ensure strict compliance with the project, contract or R&D&I activity, as well as the performance of the obligations that correspond to each of the team members. To do this, the controller shall establish such guidelines as may be necessary in relation to the execution of the contract and that the team members must respect. In addition, it will be your responsibility to register and keep the data of your group's research, duly guaranteeing its confidentiality in cases that require it, as well as the samples obtained in the course of the investigation.

Mentoring and supervision

All research staff must have the necessary competence to carry out the activities assumed. Both students and staff in the process of training must be properly supervised to ensure the quality of the results generated. Any individual who joins the FIBHUG for their training as a researcher, must be assigned a mentor or tutor who will be responsible for their training process taking into account the goals set and the time set to achieve them and will facilitate the best possible conditions for their future scientific projection. The mentor or tutor must avoid, except for duly justified exceptions, that the staff in training is involved in academic or scientific tasks outside those of their own training or that they participate in projects with restrictions on the dissemination of the results.

Obligations of the mentor or guardian

The mentor or tutor will be responsible for the training process taking into account the objectives set and the time set to achieve them. Specifically, you have to:

- Interact personally and regularly with the personnel in training, supervising the tasks entrusted and ensuring their fulfillment.
- Provide research personnel in training with the appropriate means and scientific environment.
- Introduce staff in training in discussion forums and scientific meetings, advise them as well as agree with them their participation in research projects, stays outside Spain, courses, etc.
- Guarantee that the work designated to train the research staff (doctoral theses, presentations, master's works) are not part of projects with commercial restrictions on the dissemination of their results.

- Provide the necessary information in relation to the existing legal and security regulations that affect the research activity.
- Recognize the work carried out by the research staff in training, being rigorous and fair with the authorship of the publications and other communication supports.
- Develop the task of mentor or tutor in a way that constitutes an example to follow for the researcher in training.

Obligations of trainees

- You will be responsible for fulfilling the conditions established for your admission to the contract or scholarship, if applicable, as well as following the instructions of your mentor or tutor in accordance with the defined training process.
- It shall undertake to make good use of the scientific means and resources provided.
- Follow the advice and recommendations of the mentor or tutor and inform them of possible own initiatives as well as progress in the results.
- It will participate in scientific activities, discussion forums, seminars, etc., related to the development of the activity itself.
- It will recognize the contribution of its mentors or tutors and FiBHUG in the oral or written dissemination of its own results.

RESEARCH DEVELOPMENT

Working procedures

FiBHUG promotes equal opportunities without any discrimination prevailing on the basis of birth, race, sex, religion, marital status, opinion or any other social status or circumstance, including sexual orientation, mainly with regard to:

- Access to training activities
- Selection processes and responsible bodies
- Access to activities and calls for contracts
- Access to positions of responsibility

Infrastructure

The University Hospital of Getafe assumes the expenses derived from the maintenance of the equipment of its ownership.

On the other hand, the facilities of the FiBHUG have been considered sufficient for the development of R&I project management of the hospital, e Includes the following infrastructures:

- a. The animal platform;
- b. The clinical platform;
- c. The Biobank;
- d. The Cellular and Molecular Biological Platform;
- e. The Histological Platform.

The Animal Platform

It is formed by the animal facility and the experimental operating rooms.

Experimental animals are an essential tool in many research projects in biomedicine. This group of animals is subject to specific regulations, according to European Directive 2003/65/EC and Royal Decree 53/2013 which establishes the basic rules applicable to the protection of animals used in experimentation and other scientific purposes. The animal facility is registered in the Community of Madrid under the number ES 28 065 0001166. It complies with the requirements established in the aforementioned current regulations, and has passed the inspections of the Community of Madrid normally. The facility includes the appropriate infrastructures of a conventional animal facility for the breeding and housing of rodents and lagomorphs and for the housing of sheep and swine.

Experimental operating theatres provide the appropriate surgical facilities and equipment for experimental research with animals. They set up a support service that is properly prepared and with the material and instrumental equipment necessary for the performance of surgical procedures. To carry out the surgical activity, the service has the surgical material, anesthetic drugs and the necessary veterinary advice that the researcher demands at all times: from means of magnification for the realization of microsurgery, material for laparoscopic surgery, or the performance of more complex anesthetic procedures to carry out some special surgical technique.

Clinical platform

The Clinical Platform is made up of two services, the Center for Clinical Research in the Elderly (CICA) and the Multifunctional Evaluation Laboratory of the Elderly (LEMA).

The Center for Clinical Research in the Elderly (CICA) was created with the following objectives:

- Promote and channel research on the use of medicines in the elderly population.
- Generate own therapeutic research projects in this population group adapted to their characteristics and needs.
- To convert the unit into a national and European reference centre for clinical trials in the elderly population.

The main objectives of the Laboratory for the Multifunctional Evaluation of the Elderly (LEMA) are to detect, diagnose and intervene on elderly patients at high risk of hip fracture and other consequences of falls, as well as to investigate each and every one of these activities.

Biobanco

Human tissue biobanks allow the exchange of human biological material and the information derived from its analysis; they are a key element of the scientific infrastructure that underpins biomedical research. This means an improvement in the prevention, detection, diagnosis, treatment and cure of diseases and for the development of new products and services.

Cellular and Molecular Biology Platform

The Cell and Molecular Biology Platform is integrated by the Cell Culture Unit and the Cell/Molecular Biology Laboratories.

The main objective of the Cell Culture Unit is to support basic (preclinical) research, facilitating the work of professionals who are part of FIBHUG and other centers, as well as providing services and assistance in this area of work.

The aim of the Cell-Molecular Biology Laboratory of the FIBHUG Research Unit is to promote, coordinate and facilitate the access of the scientific community to the advanced technological services offered by this Platform.

Histological Platform

The main objective of the Histology laboratory is to facilitate the realization of different experimental approaches to this type of techniques, improving the quality of research work. For this, the laboratory has equipment with multiple features.

External alliances

On September 19, 2017, the Governing Council approved the alliance with the Health Research Institute of the Hospital de La Paz.

In addition, since 2013 FIBHUG has maintained an agreement with the OTRI of the European University of Madrid (UEM) for technology transfer free of charge without the need for subcontracting. EMU provides a number of infrastructures such as the Technology Support Platform, the Exercise Physiology Support Platform and the Statistical and Methodological Support Platform.

Likewise, at the end of 2015 the Salgado Alba Joint Laboratory was established in collaboration with the Polytechnic University of Madrid.

The alliances contemplated can be provided by the researchers or selected by the Foundation itself as strategic. In any case, the incorporation of alliances is evaluated based on the information contained in a proposal by the researchers that in case of approval is raised to the delegated commission. Monitoring is also carried out as well as follow-up through the corresponding questionnaire.

DISSEMINATION OF RESULTS

Policy for the dissemination of results

The publication of the results obtained through public funds, either in written form or oral communication, is a fundamental activity of any research work since it is the only means of involving and submitting to criticism by the international scientific community, the results achieved. The publication of the results and interpretations of their research must be carried out in an open, transparent and accurate manner, which includes those results that were not in line with the hypotheses raised.

Every organization needs to communicate to the outside what is being done within it, and this communication must be done in a methodical and systematic way, through correct planning and after a previous analysis of those circumstances of the environment that could influence the process.

One of the proposed objectives for the current year is to implement a communication policy in order to disseminate and communicate the projects in which it participates.

For this it has been indicated to follow the following steps

1. Develop a Communication Plan
2. Approval of the plan
3. Presentation of the plan



Figure 4 FIBHUG Communication Plan

FIBHUG is in the process of developing an instrument that will mark the criteria, policies and communication strategies of the institution.

The strategic communication plan produces benefits related to the ability to carry out a more efficient management, freeing up human and material resources and promoting the participation of the recipient, so that he intervenes directly in the process.

Objectives:

- 1.- Disseminate the activities carried out in the Foundation
- 2.- Promote scientific, technological and business innovation culture among the internal and external community of the center, and raise awareness of its importance in favor of society
- 3.- Respond to the interests of society with respect to the results of research that may have an impact on their benefit.
- 4.- Advise and assist the management and different areas of the organization in the tasks of interrelation with the media, creation of public opinion and social projection.
- 5.- Give support to any other type of initiative of scientific-technological dissemination and transmission of knowledge and business innovation carried out by other areas of the organization.
- 6.- Design the communication actions of R&D&I communication projects

Areas of action

- Internal communication
- Communication to official institutions, universities and public entities
- Communication to the scientific, technological and business community
- Communication to professional associations and groups of patients and users.
- Dissemination among society in general.
- Media Relations

Communication tools

- Internal communication channels (bulletin boards, mailing press display , distribution lists, information sessions)
- Informative material aimed at external media (dossiers, press releases, press releases)
- Corporate website
- Social Media

- Activities and events
- Presence in the media

Authorship: order and authorship of reports

- To be the author of a publication it is required to have participated in the proposal or design of the work, to have carried out the experimental part of it or to analyze and interpret the results and their discussion based on the current background on the subject.
- All researchers who have participated significantly in the work, must be listed as authors of the publication at that place.
- All authors referred to in a given publication must know the text of the same and are responsible for its content, unless you specify otherwise.
- The order of the authors must be made according to the guidelines accepted in the discipline object of the work, which must be known in advance by all of them.
- The work and contributions of collaborators and support staff should be appropriately recognized.
- Together with the authors, the institutions or centres in which the research was carried out must be cited. The grants, financial aid or financial sponsorships received to carry out the research, must be declared and appreciated, as long as their mention has not been declined, in the form agreed by the granting entity of the aid.
- Any conflict of interest must be made public.

Currently, work is being done on a affiliation document for any publication made by the Institute's researchers so that this information can be identified in the databases in order to obtain the institution's indicators.

Intellectual property

FIBHUG must encourage and promote an adequate management of the ownership of its results, establishing and disseminating an intellectual and industrial property policy that allows its effective evaluation, protection, valorization and commercialization.

The research staff who are going to execute and develop a research project in collaboration or under contract, must safeguard all the pre-existing information and knowledge owned by fibhug. The appropriate contractual documents will be signed in which the different interests, activities or contributions of the parties are adequately collected.

If the results obtained in a research are susceptible to protection due to their potential commercial interest (patents, utility models, etc.), they should not be disclosed as long as fibHUG proceeds to its evaluation. The responsible researcher has the obligation to communicate to FIBHUG the possible patentability of the results of a project and to manage the publication of the results taking into account that possibility. In the case of patents, it will be the responsibility of the principal investigator to agree with the rest of the researchers the authorship rights on intellectual and/or industrial property.

The ownership and exploitation rights, as a result of the research activity, will correspond, where appropriate, to the financing entity of said activity, respecting the copyright.

As far as the data accessible through a web of universal visibility is concerned, they cannot be protected and therefore, they are considered to be in the public domain.

EMPLOYMENT POLICIES

The FIBHUG Procedures Manual sets out the Foundation's recruitment policy.

The Foundation may use all the modalities of hiring personnel contemplated in the Workers' Statute and other rules that are applicable, being able to be contracts of indefinite or determined duration, full or part-time.

The formalization of the contract will always be in writing establishing a trial period in accordance with the applicable regulations in each type of contract and in any case in the Workers' Statute.

Work and service contracts or those specific to the realization of a research project must explicitly state the object of the contract (the work, service or project).

For the development of its activity, the FIBHUG has the following human resources:

- a) Staff of the Hospital Universitario de Getafe (HUG) that in its activity includes research tasks (apart from the assistance and teaching). They do not represent a cost for the Foundation
- b) Own staff hired in direct relation to the research projects being carried out
 - a. 1 director
 - b. 3 people in the Technical Unit + 1 support person in charge of the project
 - c. 30 people in research projects (including managers, laboratory technicians and researchers)

The Foundation is governed by [RDL 2/2015 of 23 October, which approves the revised text of the Workers' Statute Law](#).

All own jobs are called by public call, being made known through the foundation's bulletin board, and the employment section of the website.

For the selection based on merit and ability, the curriculum vitae is valued (60%) and a personal interview is carried out (40%).

Code of Ethics

The [Agreement of October 31, 2016 of](#) the Governing Council is applied, which approves the code of ethics of the senior officials of the Administration of the Community of Madrid and its affiliated entities. This code is based on the values of objectivity, transparency, exemplarity and austerity, which must be a homogeneous constant in all the actions of senior officials in the exercise of their functions.

In point 5.2 on recruitment procedures, it was stated that "*senior officials shall not be part of the recruitment tables when they are contracting authorities*".

As for gender equality policy, [Law 39/1999 of 5 November 1999](#) is complied with, to promote the reconciliation of family and work life of workers; [Organic Law 3/2007, of 22 March](#), for the effective equality of women and men; [Law 39/1999 of 5 November](#), to promote the reconciliation of family and work life of workers.

In the following tables we can see the percentage of women hired, and according to qualification:

Total	Mujeres	Total en EJC* (1 decimal)	Mujeres en EJC* (1 decimal)
32	21	18,6	12,6
11	6	3,0	2,0
4	3		
47	30	21,6	14,6

Figure 5 Percentage of women hired

Titulación	Personal en I+D			Investigadores		
	Total	Mujeres	Total en EJC* (1 decimal)	Total	Mujeres	Total en EJC* (1 decimal)
1. Doctorado universitario	6	3	5,0	6	3	6,0
2. Grado de más de 240 ECTS ² , Licenciatura, Arquitectura, Ingeniería, másteres, especialidad en Ciencias de la Salud y equivalentes.	34	21	15,6	26	18	12,6
3. Grado de 240 ECTS, Diplomatura, Arquitectura e Ingeniería Técnicas y equivalentes; postgrado universitario de menos de 1 año.	1	1				
4. Ciclo Formativo de Grado Superior, FP II, y equivalentes; título propio universitario de 2 o más años que requiere el bachillerato.	4	3	1,0			
5. Bachiller, BUP, COU, Bachiller Superior, Ciclo Formativo de Grado Medio, FPI, Grado Medio/Profesional de Música y Danza, FP Básica, y similares; EO Idiomas-nivel avanzado.	2	2				
6. Otros estudios						
TOTAL (1+2+3+4+5+6)	47	30	21,6	32	21	18,6

Figure 6 Percentage of women hired by professional category

Comit from Research Ethics

Research ethics committees are independent bodies with a multidisciplinary composition, made up of health professionals, non-health members and lay persons (patient representatives), responsible for:

- Ensure the protection of the rights, safety and well-being of subjects participating in a biomedical research project.
- Evaluate research projects, taking into account the methodological, ethical and legal aspects of clinical trials with medicines and other biomedical research studies.
- Evaluate the suitability of the researchers and the adequacy of the facilities.
- Verify that the documentation used respects the privacy and confidentiality of patients.
- Confirm that the information about the study, in language adapted to the participant's understanding and reflected in the information sheet, allows the participant to be aware of the dimension of the study and that he can freely decide on his participation, and to grant consent on his participation.
- Issue final report of the research project, after analysis of the documentation presented and deliberation on it, taking into account the points of view of all members. This favorable report or mandatory opinion of acceptance of the study, is binding and offers a public guarantee of the suitability of the research, in order to protect and protect the fundamental rights of the participant in the research against any excess, abuse or arbitrariness coming from the researchers or the institutions in which the study is carried out, these aspects being those that justify the existence of the Research Ethics committees.

Types of denomination:

Research Ethics Committee (CEI), created under Law 14/2007 of July 3, 2007 on Biomedical Research for the evaluation of research studies without medicines.

Ethics Committee for Research with Medicines (CEIm), which according to the provisions of article 12 of Royal Decree 1090/2015 may evaluate clinical trials and post-authorisation studies with medicines and medical devices, in addition to the functions that may be entrusted to them in their capacity as CEI.

To act as an Ethics Committee for Research with Medicines, its accreditation by the competent health authority is necessary.

The University Hospital of Getafe, previously accredited as CEI, has been accredited as CEIm on February 28, 2018, so it assumes both functions.

The functions of the CEIm are:

1. Evaluate the methodological, ethical and legal aspects and issue the corresponding opinion.

2. Evaluate the substantial modifications of the authorized clinical studies and issue the corresponding opinion.
3. Follow up on the study, from its inception to the receipt of the final report.

Workers' representation

The representation of workers is regulated by articles 62 et seq. of the Workers' Statute, which defines three collegiate bodies representing workers for the purposes of labour relations. The representation of workers shall have a proportional composition depending on the total number of employees in the undertaking or establishment. As a general rule, to be eligible a minimum seniority of 6 months in the company is necessary.

According to Article 62, in the FIBHUG, having more than ten workers but less than 50, the representation will correspond to three personnel delegates.

In September 2017, the Foundation completed the constitution of its representative system, through the election by suffrage of its three staff delegates.

ANNEXES

1. Agreement establishing the Getafe Research Institute
2. FIBHUG Statutes