

ANNEX I TO MINUTE 01 OF 17.12.2022

NOTICE

Opening of the documentary call for tenders for the recruitment of three positions as Adjunct Professor, under a public service employment contract for an undetermined period, in the disciplinary area of nursing, in the sub-area of Medical-Surgical Nursing.

Considering the existence of vacancies on the staff for the year of 2021 at the Nursing School of Lisbon, henceforth referred to as ESEL, and under the proposal of the Scientific-Technical Board, approved by deliberation on 26/07/2021, under the terms of the Career Statute of Polytechnic Higher Education Teaching Staff (ECPDESP), approved by Decree-Law no. 185/81, 1 July, amended by Decree-Laws no. 69/88, 3 March, and no. 207/2009, 31 August, and by Law no. 7/2010, 13 May, in conjunction with the Regulations for Tenders for Hiring ESEL Professors, ratified on 26/10/2020 by the President of the Nursing School of Lisbon (ESEL) and published in Diário da República (Official Gazette) no. 222, 2nd series, 13/11/2020, Order No. 11219/2020, it is hereby made public that, by Order of 06/10/2021 issued by the President of the Nursing School of Lisbon, Coordinating Professor João Carlos Barreiros dos Santos, duly and previously inscribed in ESEL's Budget allocation, the following is open for a period of 30 working days, counting from the immediate working day after the publication of this notice in Diário da República, the documentary call for tenders for the recruitment of 3 (three) Adjunct Professors, corresponding to three vacancies on ESEL's Staff, under a public service employment contract for an undetermined period of time, in the scientific departmental area of Medical-Surgical Nursing at the Nursing School of Lisbon, under the following terms and conditions:

1 - Period of validity: The tender is valid only for the filling of the job vacancies mentioned above, being exhausted with their occupation.

2 - Functional content of the category: as described in article 2 A and paragraph no. 4 of article 3 of the ECPDESP and in ESEL's Teaching Service Provision Regulations approved on 20/06/2017.

3 - Place of work: Nursing School of Lisbon and other places where ESEL develops its activity.

4 - Remuneration position: as determined under the terms of article 35, no. 1, of the ECPDESP.

5 - Admission requirements:

5.1 - Under the terms of article 17 of Law no. 35/2014, 20 June, and article 12-E of the ECPDESP, applications may only be submitted by those who, by the deadline for the submission of applications, meet the general requirements set out in these regulations:

Holders of a doctoral degree or of the title of Nursing specialist (under the terms of article 17 of the ECPDESP, of article 48 of Law no. 62/2007, 10 September, and of Decree-Law no. 206/2009, 31 August) and holders of the professional title of nursing specialist in Medical-Surgical Nursing.

5.2 - Holders of foreign qualifications must prove the recognition, equivalence, or registration of their doctoral degree, in accordance with the applicable legislation and internal regulations.

6 - Formalisation of the application:

6.1 - Applications must be formalised by means of an application form in Portuguese, dated and signed, addressed to the President of ESEL, containing the candidate's identification, with indication of their full name, date of birth, nationality, civil identification number, address, telephone contacts and email address, academic qualifications, and titles and/or professional titles, the identification of the tender to which they are applying and the list of accompanying documents.

6.2 - Applications must be submitted on paper and delivered in person at ESEL's Human Resources Division, Calouste Gulbenkian Pole, located at Av. Professor Egas Moniz, 1600-190

Lisbon, from 10am to 12pm and from 2pm to 4pm, by appointment via email recursos humanos@esel.pt, or sent by registered mail with acknowledgement of receipt, to the same postal address.

6.3 - The submission deadline for applications will be, according to the submission scheme:

6.3.1 - In person, until the closing time to the public (4pm) of the Human Resources Division of ESEL, located at Av. Professor Egas Moniz, 1600-190 Lisbon, on the last day of the deadline;

6.3.2 - In postal submission, until the last day of the deadline, evidenced by the mail's registration date.

6.4 - Application instructions:

6.4.1 - The candidate must accompany their application with the following documents, duly numbered and identified:

6.4.1.1 - Consented photocopy of the civil identification document (foreign identification document - EU/passport);

6.4.1.2 - Photocopy of the tax identification number (in case the applicant does not have a citizen's card).

6.4.1.3 - A candidate's declaration under solemn affirmation, in which they assure:

a) Not to be inhibited from exercising public functions or prohibited from performing their duties;

b) To have complied with the obligatory vaccination laws;

c) To have the physical robustness and psychological profile indispensable to the exercise of the functions for which they are applying.

6.4.1.4 - An authenticated copy, or a copy in conformity with the original, of the certificate of academic and professional qualifications or other suitable document legally recognized for

the effect, of the diploma of the doctoral degree and/or certificate of the specialist title (in accordance with Decree-Law no. 206/2009 31 August) or, in the case of being the holder of foreign qualifications, an authenticated copy of the recognition, equivalence or registration of the doctoral degree in Portugal and proof of the updated professional title of nursing specialist in Medical-Surgical Nursing by the Order of Nurses (the conformity to the originals may be attested by ESEL's Services, in case of the application's submission in person);

6.4.1.5 - A paper copy of the curriculum vitae, duly dated and signed, and of the documents accompanying the application, and 5 digital copies (USB stick) in PDF format, fully organised, in accordance with the established parameters, weightings and criteria. USB sticks must contain all the application documents.

6.4.1.6 - Any other elements that the candidate considers having an influence on the assessment of their merit or that may constitute a reason for legal preference.

6.5 - The curriculum vitae must be written in Portuguese, and candidates from foreign countries may write it in English. The curriculum structure must fully and obligatorily follow the order of the parameters and items to be assessed as explained in point 7 and contain in an annex the documents validated by the institutional stakeholders. Changing this structure implies that items out of order will not be assessed.

6.6 - The supporting documents attached to the curriculum vitae must be presented in the original language in which they were issued and must be translated into Portuguese or English when these are not the original languages.

6.7 - Whenever deemed necessary, the jury may request the candidates, by e-mail, to present the original supporting documents attached to the curriculum, as well as complementary documentation related to it.

6.8 - Candidates who provide services to the Nursing School of Lisbon are exempt from presenting the documents contained in their individual files, provided that they are certified, and this must be expressly stated in the respective application.

6.9 - Failure to present the documents required under the terms of this notice, or presenting them after the deadline, implies the exclusion from the tender.

6.10 - Failure to present the documents related to the curriculum vitae submitted by the candidate implies the non-assessment of the elements that they should prove.

6.11 - The presentation of a false document determines the immediate exclusion from the tender and the reporting to the competent entity for purposes of the appropriate proceedings.

6.12 - Candidates who do not meet the admission requirements will be preliminarily excluded and will be notified of this intention via email, for the purpose of holding a hearing of the interested parties, under the terms of the Administrative Procedure Code.

6.13 - The documents handed in by the candidates shall be returned to them, at their request, three months after the end of the present tender, except in the case where the present tender procedure has been subject to a judicial review, since the return of the requested documents can only occur after the execution of a final judicial judgment.

7 - Selection and Serialisation: The selection is made by means of a curriculum evaluation. For the purposes of serialisation, the jury established the final evaluation system of the applications based on the following parameters, weightings, and criteria:

P1) Qualifications of the candidate, assessed on the basis of an evaluation of their academic and training background, in particular (maximum 60 points):

Note: Only training and qualifications already completed and duly certified or titled will be considered in this parameter. The scoring of the items in paragraph a) is mutually exclusive.

a) Academic degree or title of Nursing Specialist under Decree-Law no. 206/2009 31 August, amended by Decree-Law no. 27/2021 16 April (maximum 30 points):

i) Doctoral degree in nursing - 30 points;

ii) Doctoral degree in another area considered relevant to the position applied for and the title of Nursing Specialist under Decree-Law 206/2009 31 August, altered by Decree-Law 27/2021 16 April - 20 points;

iii) Master's degree in nursing or in another area considered relevant to the position applied for and the title of Nursing Specialist under Decree-Law 206/2009 31 August, altered by Decree-Law 27/2021 16 April - 10 points;

iv) Bachelor's degree with the title of Nursing Specialist under Decree-Law No. 206/2009 31 August, amended by Decree-Law No. 27/2021 16 April - 5 points.

b) Specialised and post-graduate training (maximum 30 points):

Note: The specialisation in Medical-Surgical Nursing is not included. In postgraduate studies, only courses/training in the referred scientific areas, carried out in higher education institutions, national or international, will be considered.

i) Specialization course in nursing recognized by the Order of Nurses (OE) (15 points);

ii) Postgraduate studies in nursing, in the areas of health, education, social sciences and humanities (up to 15 points):

a. With ≥ 30 ECTS or ≥ 750 hours - 15 points each;

b. With < 30 ECTS or < 750 hours and ≥ 10 ECTS or ≥ 250 hours - 5 points each;

P2) Candidate's technical-scientific and professional performance, evaluated on the basis of the assessment of work and activities relevant to the nursing discipline area, namely, among those selected by the candidate as most representative (maximum 60 points):

a) Scientific publications (maximum 40 points):

Note: In this criterion, only unpublished works of a technical-scientific nature in the area of nursing, or with relevance to the area of nursing, published since 01/01/2012, will be considered.

- i) Article in a scientific journal or minutes of a scientific meeting (maximum 20 points):
 - a. Publications in journals with impact factor (ISI) and/or indexed (e.g., SJR or JCR) - 5 points each;
 - b. Publications in other peer-reviewed journals – 3 points each;
 - c. Scientific articles published in the minutes of a scientific meeting - 1.5 points each;
- ii) Book and Chapter of a book or e-book (maximum 10 points):
 - a. Books in which the candidate is the author or co-author - 5 points each;
 - b. Chapters in which the candidate is the author or co-author - 2.5 points each, up to a maximum of 3 chapters per book;

NOTE: only books or e-books with an ISBN will be considered. Publications of theses or other works that were the basis for obtaining an academic degree will not be considered.

- iii) Reviewer in scientific journals and books (maximum 5 points):
 - a. Review of articles for a journal with impact factor (ISI) and/or indexed (e.g., SJR or JCR) - 1 point each;
 - b. Review of articles for other peer-reviewed journals - translation/review of books - 0.5 points each;
 - c. Technical reviewer of scientific books - 1 point each.
- iv) Participation in the editing/coordination of a scientific journal or book (maximum 5 points):

a. Journal with impact factor (ISI) and/or indexed - 2.5 points each;

b. Scientific book in the nursing area - 2,5 points each;

b) Science and technology dissemination actions (maximum 10 points):

NOTE: in this criterion the actions of a technical-scientific nature, in the area of nursing, since 01/01/2012 will be considered.

i) Oral presentation (Maximum 5 points):

a. Oral presentation at an international scientific meeting - 2.5 points each;

b. Oral presentation at a national scientific meeting - 1 point each;

ii) Poster (maximum 3 points):

a. Poster presentation at an international scientific meeting - 1 point each;

b. Poster presentation at a national scientific meeting - 0.5 point each;

Note: In this subcriterion, for counting purposes, the poster and its presentation will be considered together and only once.

iii) Moderator/commentator at a scientific conference/event - 0,25 for each (maximum 1 point):

Note: In this sub-criterion only the moderator/commentator activities included in the programme of the scientific meeting or duly certified will be considered.

iv) Organisation of a conference (Maximum 1 point):

a. Member of the scientific/organizing committee at an international scientific meeting - 1 point each;

b. Member of the scientific/organizing committee at a national scientific meeting - 0.5 points each;

c) Participation in research and development projects (maximum 10 points):

- i) Member of a research unit recognized by FCT - 2 points (only one unit is awarded a point);
- ii) Participation in a funded and completed project - 1.5 points for each project;
- iii) Participation in a funded and ongoing project - 1 point for each project;
- iv) Participation in an unfunded and completed project - 0.5 points for each project;
- v) Participation in an unfunded and ongoing project - 0.5 points for each project.

P3) The candidate's teaching capacity, assessed on the basis of an evaluation of the quality and extent of their previous teaching practice, in particular (maximum 60 points):

a) Curricular units taught, and the type of classes taught, in the different study cycles (maximum 50 points):

i) The exercise of teaching functions in a Higher Education Institution (Maximum 20 points):

a. Teaching experience according to the percentage of FTE in a Higher Education Institution in the scientific area of nursing - 10 points for each full year;

Note: The exercise under a part-time contractual regime determines the application of the respective hiring percentage on the score established for the full-time regime. The candidate must identify and provide evidence of the FTE percentage in each year or semester.

ii) Supervision or co-supervision of thesis/dissertation/internship report/project work with a completed process in the area of health (Maximum 5 points):

a. Doctoral thesis supervision - 4 points each;

b. Supervision of dissertation/internship report/project work - 2 points each;

c. Doctoral thesis co-supervision - 2.5 points each;

- d. Co-supervision of dissertation/internship report/project work - 1 point each;
- iii) Coordination of curricular units - 2,5 points per lecturing/year. (Maximum 7.5 points)
- iv) Lecturing in curricular units excluding clinical teaching/internship - for each CU teaching a minimum of 10 hours - 1,5 points each. (Maximum 7.5 points);
- v) Supervision of students in curricular units of clinical teaching/internship under contract by a higher education institution in the area of nursing - 1 point per clinical teaching/internship (Maximum of 5 points);
- vi) Student supervision at the internship site - 1 point for each clinical teaching/internship (Maximum of 5 points)

b) Experience in the production of didactic material and implementation of innovative and practical techniques and methods to support teaching (maximum 10 points):

- i) Produced and utilized didactic materials considered relevant by the jury - 2 points each;

Note: Certification that unequivocally proves the production or co-production of didactic material, the experiences indicated, the authorship, the date and the pedagogical context is required.

- ii) Experience in using the teaching and learning management platform (e-learning platform) - 5 points;
- iii) Implemented innovative techniques, methods and practices considered relevant by the jury - 2 points each.

P4) Other relevant activities for ESEL's mission, assessed on the basis of the evaluation of the singular activities developed by the candidate, namely (maximum 20 points):

- a) Provision of services and consultancy (maximum 6 points):

- i) Member of commissions/working groups of international/national/regional scope promoted by public entities or associations, with a minimum duration of 6 months, duly confirmed by the public entity or association - 1,5 points each (Maximum of 3 points);
 - ii) Technical reports promoted by public entities or associations, in which the candidate's participation is duly proven by the public entity or association - 1.5 points each (Maximum of 3 points).
- b) Collaboration with Higher Education Institutions (maximum 10 points):
- i) Examiner in juries of doctoral examinations - 4 points each;
 - ii) Jury in Specialist Title examinations in accordance with Decree-Law no. 206/2009 31 August, amended by Decree-Law no. 27/2021 16 April - 2 points each;
 - iii) Examiner in juries of master's degree examinations - 2 points each;
 - iv) Examiner in the jury of a doctoral project - 2 points each;
 - v) Exercise of scientific and pedagogical positions - 2 points each
- c) Other relevant aspects not previously specified (maximum 4 points):
- i) Professional activity in a clinical context in the area of medical-surgical nursing - 0,25 point per full year;
 - ii) Trainer in short courses with a duration exceeding 4 hours - 0,5 point per course;
 - iii) Management functions in health institutions - 1 point per function.

Note: Examples include: Director/President of a management body or other institutional body; Effective member of a management body or other institutional body; Leadership or Coordination of a care unit; Coordination of commissions and work groups; Coordination of a training centre; Member of a jury and of public tenders for the admission of staff or of public tenders for the acquisition of goods and services.

8 - Publication of the evaluation system: the minutes of the jury containing the detailed information of the operationalisation of the evaluation system of the parameters, criteria, and sub-criteria, as well as the evaluation grid, will be published in ESEL's style sites and on ESEL's website, simultaneously with the publication of the present notice.

9 - Final classification: The calculation of the application's final classification will result from the following formula (where FC is Final Classification and P is Parameter): $FC = (P1 + P2 + P3 + P4) / 10$

9.1 - The classification shall be expressed on a scale of 0 to 20 points, fractioned to two decimal places.

9.2 - In case of a tie in the classification between the candidates (even after using the centesimal classifications), the following tie-breaking criteria will be applied, successively:

9.2.1 - Having obtained the highest score in the sum of parameter P2;

9.2.2 - Having obtained the highest score in the sum of parameter P3;

9.2.3 - Having completed training leading to a doctoral degree in nursing longer ago;

9.2.4 - Having obtained the title of nursing specialist (in accordance with Decree-Law no. 206/2009 31 August, amended by Decree-Law no. 27/2021 16 April) longer ago;

10 - Jury:

President: António Filipe Amaral de Jesus Cristóvão, Coordinating Professor at ESEL, Specialist in Medical-Surgical Nursing.

Voting members:

Anabela da Graça Amaro Pereira Mendes, Coordinating Professor at ESEL, Specialist in Medical-Surgical Nursing;

Helena Maria Guerreiro José, Coordinating Professor at the School of Health Sciences of the University of Algarve, Specialist in Medical-Surgical Nursing;

Maria dos Anjos Coelho Rodrigues Dixe, Coordinating Professor at the School of Health Sciences of the Polytechnic Institute of Leiria, Specialist in Medical-Surgical Nursing;

Maria do Céu Mendes Pinto Marques, Coordinating Professor at the School of Nursing São João de Deus of the University of Évora, Specialist in Medical-Surgical Nursing.

Substitute Members:

Maria Augusta Grou Moita, Coordinating Professor at ESEL, Specialist in Medical-Surgical Nursing.

Adriano Jesus Miguel Dias Pedro, Coordinating Professor at the School of Health Sciences of the Polytechnic Institute of Portalegre, Specialist in Medical-Surgical Nursing.

11 - Admission of applications: after the deadline for the submission of applications, the Jury will proceed to verify the elements presented by the candidates, namely, if the necessary qualification requirements have been met and if all the documents required for the application have been presented.

12 - Exclusion of the application:

12.1 - Reasons for the exclusion of applications:

12.1.1 - Failure to present the documents required under the terms of this notice, or presenting them after the deadline, implies the exclusion of the application;

12.1.2 - The presentation of a false declaration and/or document implies immediate exclusion from the tender and the reporting to the competent entity for the purposes of criminal proceedings.

13 - Hearing of interested parties: the candidates whose application is excluded shall be notified of this intention in advance, by email, for the purposes of holding a hearing of the interested parties, under the terms of the Administrative Procedure Code.

14 - After the applications admission phase, the jury, based on the final evaluation system, will elaborate, and approve a reasoned report evaluating the curriculum of each candidate and will attribute a classification expressed on a scale of 0 to 20, fractioned to the hundredths.

14.1 - Candidates who obtain a final classification, without rounding, equal to or greater than 12 points, in accordance with article 22 of the Regulations for Tenders for the Hiring of Professors at the Nursing School of Lisbon, will be considered to have passed by absolute merit.

14.2 - The candidates approved by absolute merit are ranked in descending order of the classification obtained as a result of the application of the final evaluation system.

14.3 - For tie-breaking purposes, the classifications up to the hundredths and, if the equality persists, the other tie-breaking criteria previously established by the jury and described in 9.2 will be used.

15 - The provisional ranking lists, as well as the definitive list of admissible applications and the provisional list of approval in absolute merit are displayed in the ESEL's style sites and made available on ESEL's website.

16 - Ranked list - hearing of interested parties: after approving the draft ranking list, with the serialisation of the candidates approved by absolute merit and the list of the candidates not approved by absolute merit, the Jury will communicate it to them for the purposes of the hearing of interested parties. The draft list will become final if there are no complaints.

17 - Final ranking list: after the procedure foreseen in article 23 of the Regulations for Tenders for Hiring ESEL Professors and after the hearing of interested parties, the final ranking list of

the candidates is published in the 2nd series of Diário da República (Portuguese Official Gazette), posted in ESEL's style sites and made available on ESEL's website.

18 - Consultation of the process: the tender process can be consulted by the candidates who request it, by appointment via email recursoshumanos@esel.pt, in the Human Resources Division of ESEL, located in Av. Prof. Egas Moniz, 1600-190 Lisbon, during the normal working hours, from 10 am to 12 pm and from 2 pm to 4 pm.

19 - Publication: In addition to the publication in the Official Gazette, this tender will also be published on BEP (public employment exchange), on the Internet site for the Fundação para a Ciência e a Tecnologia I.P., in Portuguese and English, and on ESEL's website, under the terms of article 29-B of ECPDESP.

20 - All notifications to the candidates within the scope of the present tender will be made by e-mail to the e-mail address indicated by the candidate, with receipt of delivery of the notification.

21 - In compliance with paragraph h) of Article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunity between men and women in access to employment and professional progress, scrupulously taking steps to avoid all forms of discrimination.

Lisbon, 10 January 2022.

The President of ESEL

(Coordinating Professor João Carlos Barreiros dos Santos)