

## NURSING SCHOOL OF LISBON

### PUBLIC NOTICE

Documentary call for tenders for the recruitment of two positions as Adjunct Professor, under a public services employment contract for an undetermined period of time in the scientific departmental area of Rehabilitation Nursing.

Considering the proposal of the Scientific-Technical Board, approved by deliberation on 26/09/2022, under the terms of the Career Statute of Polytechnic Higher Education Teaching Staff (ECPDESP), approved by DL no. 185/81, 1 July, amended by DL no. 69/88, 3 March, and no. 207/2009, 31 August, and by Law no. 7/2010, 13 May, in conjunction with the Regulation for Tenders for Hiring ESEL Professors, approved on 29/10/2020 by the President of the Nursing School of Lisbon (ESEL) and published in Diário da República (Official Gazette) no. 222/2020, 2nd series, 13/11/2020, it is hereby made public that, by Order of 09/12/2022 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 2 (two) Adjunct Professors, corresponding to vacancies provided for and unoccupied in ESEL's Staff, under a Public Services Employment Contract for an Undetermined Period of Time, in the scientific departmental area of Rehabilitation 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, expiring 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 ratified on 20/06/2017.
- 3. Workplace:** 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** Applications may only be submitted by candidates who meet all of the following requirements by the deadline for submission of applications:

Holders of a doctoral degree in Nursing or of the title of Nursing specialist (under the terms of article 17 of the ECPDESP, article 48 of Law no. 62/2007, 10 September, and of Decree-Law no. 206/2009, 31 August, in their current versions) and cumulatively holders of the professional title of nurse specialist in Rehabilitation Nursing, since this is the scientific departmental area for which the tender is open.
  - 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 a paper request addressed to the President of the Nursing School of Lisbon, written in Portuguese and containing the following elements:

- a) The candidate's full identification, including full name, date of birth, nationality, civil identification number, address, telephone contact and e-mail address;
- b) academic qualifications and titles and/or professional titles;
- c) category, group or subject area to which they belong, length of service as a teacher in higher education and institution to which they belong, if applicable;
- d) identification of the tender to which they are applying and reference to DR in which this notice was published;
- e) list of documents accompanying the application;
- f) date and signature.

**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 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:

- a) in person, until the closing time to the public (4pm) of the Human Resources Division of ESEL, on the last day of the deadline;
- b) in postal submission, until the last day of the deadline, evidenced by the mail's registration date.

**6.4.** Personal data of the candidates will be used only and exclusively for the purposes of this tender.

**6.5.** Applications sent by e-mail will not be accepted.

## **7 Application instructions:**

**7.1.** The candidate must accompany their application with the following documents, duly numbered and identified:

- a) A consented photocopy of the civil identification document;
- b) A consented photocopy of the tax identification number (in case the candidate does not have a citizen card);
- c) A declaration from the candidate under a solemn oath, in which they assure that they are not inhibited from exercising public functions or prohibited from exercising their duties and that they have fulfilled the obligatory vaccination laws;

- d) An authenticated copy of the certificate/certification of the doctoral degree in nursing or of the title of nursing specialist obtained in accordance with Decree-law no. 206/2009, 31 August, or, if holding a foreign qualification, an authenticated copy of the recognition, equivalence or registration for the doctoral degree in the nursing area in Portugal, in accordance with the applicable legislation and proof of the professional title of Nurse Specialist in Rehabilitation Nursing, from Ordem dos Enfermeiros (Portuguese Order of Nurses). Compliance with the originals may be attested by ESEL's services, in case of in-person presentation of the application;
- e) A simple photocopy of other qualifications certificates and academic and professional titles;
- f) A paper copy of the curriculum vitae, duly dated and signed, and of the documents accompanying the application, and a digital copy (*USB stick*) in PDF format, fully organised in accordance with the parameters, criteria and subcriteria for selection and seriation contained in this notice, which will be published on the institutional website. The *USB stick* must contain all the application documents.

**7.2.** The *curriculum vitae* must be written in Portuguese.

**7.3.** In order to promote the most appropriate classification of the curricular elements, the candidates must organise the presentation of the curriculum fully and obligatorily in conformity with the operationalisation of the parameters, criteria, and subcriteria approved by the jury, which is a necessary condition for its evaluation, excluding anything that is not duly ordered.

**7.4.** It is the candidates' responsibility to provide documentary evidence of the framework of all curricular elements presented and associated with the subcriteria/criteria included in the evaluation system approved by the jury. The same curricular element can only be part of one subcriterion.

**7.5.** 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.

**7.6.** Whenever deemed necessary, the jury may request the candidates, by e-mail, additional documentation related to the curriculum vitae.

**7.7.** Candidates who provide services to the Nursing School of Lisbon are exempt from presenting the documents that already exist in their individual files, and this fact must be expressly stated in the respective application.

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

**7.9.** The documents submitted by the candidate shall be returned to them, at their request, three months after the end of the present tender, except if the tender has been subject to a judicial review. In this situation, the restitution of the requested documents may only occur after the judicial decision is rendered final.

**7.10.** 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.

## 8. Selection and seriation:

**Method, parameters, criteria and evaluation system** - The selection and seriation of the candidates is carried out by means of a curricular evaluation method, based on the elements provided by the candidate in the *Curriculum Vitae* and is materialised in a classification obtained from an evaluation system, established by the Jury, consisting of the following parameters, criteria, subcriteria and respective scores:

### P.1 - The candidate's qualification (Q), evaluated on the basis of an assessment of their academic and training background (weighting of 0.25):---

	Parameters	Criteria	Subcriteria	Maximum score per subcriterion	Maximum score per criterion
Weighting 0.25	P1) Qualification of the Candidate (Q)	1.1 Academic degrees and obtainment of the title of nursing specialist	1.1.1. Doctoral degree in Nursing	60	60
			1.1.2. Doctoral degree in another area and Title of Nursing Specialist	50	
			1.1.3. Master's degree and Title of Nursing Specialist	20	
			1.1.4. Bachelor's Degree and Title of Nursing Specialist	10	
		1.2 Completed postgraduate education	1.2.1. Specialization Course in Rehabilitation Nursing	35	40
			1.2.2. Other postgraduate courses	5	
					100

### P.1 - The candidate's qualification (Q), evaluated on the basis of an assessment of their academic and training background, considering the following criteria (weighting 0.1):

**1.1 Academic degrees and obtainment of the title of nursing specialist** under Decree-Law No. 206/2009, August 31, as amended by Decree-Law No. 27/2021 (maximum 60 points):

*Note - In this criterion, only the subcriterion with the highest weight met by the candidate will be scored. In this parameter, only the courses already completed and duly certified by title or diploma will be considered.*

<b>1.1.1.</b> Doctoral degree in Nursing	60 points
<b>1.1.2.</b> Doctoral degree in another area and Title of nursing specialist (DL 206/2009)	50 points
<b>1.1.3.</b> Master's degree and Title of Nursing Specialist (DL 206/2009)	20 points
<b>1.1.4.</b> Bachelor's Degree and Title of Nursing Specialist (DL 206/2009)	10 points

**1.2 Completed postgraduate education** (maximum 40 points):

**1.2.1. Specialization Course in Rehabilitation Nursing** 35 points

*Note - The specialization course leading to the attribution of the title of Nurse Specialist in Rehabilitation Nursing by Ordem dos Enfermeiros (OE) will be considered, verified by the professional license.*

### 1.2.2 Other postgraduate courses (maximum 5 points)

*Note - This sub-criterion only considers courses in the area of Rehabilitation Nursing or in an area considered relevant to Rehabilitation Nursing, attended in higher education institutions, duly documented by certificate or diploma with explicit indication of the number of ECTS or duration in hours, depending on the case. The matter of "relevance to Rehabilitation Nursing" will, in case of doubt, be decided by a majority in a roll-call vote by the jury members. Courses that have been scored at a previous point in this chart are not considered.*

- Courses ≥ 60 ECTS or ≥1500 hours 5 points/course
- Courses ≥ 30 ECTS and < 60 ECTS or ≥ 750 hours and < 1500 hours 3 points/course
- Courses ≥12 ECTS and <30 ECTS or ≥300 hours and <750 hours 2 points/course

### P.2 - Technical, scientific and professional performance of the candidate (DTCP), evaluated according to the assessment of work and activities with relevance to the scientific departmental area of Rehabilitation Nursing (weighting of 0.25):-----

	Parameters	Criteria	Subcriteria	Maximum score per subcriterion	Maximum score per criterion
Weighting 0.30	P2) Technical, scientific and professional performance (DTCP)	2.1 Scientific publications	2.1.1. Articles published in a scientific journal	40	40
			2.1.2. Article in conference proceedings	15	
			2.1.3. Books	30	
			2.1.4. Book chapters	15	
			2.1.5. Reviewer in scientific journals	20	
		2.2 Science and technology dissemination actions	2.2.1. Oral presentation/Conference	15	30
			2.2.2. Poster/Free presentation	7	
			2.2.3. Organizing/scientific committee of an event	8	
			2.2.4. Moderation or commentary at a scientific event	6	
		2.3 Participation in R&D projects	2.3.1. Participation in R&D unit project teams	20	20
			2.3.2. Participation in scientific research projects within HEIs or Health	10	
		2.4 H-Index Citations	2.4.1. H-index – number of points equal to the value of the candidate's H-index.	5	5
		2.5 Participation in juries	2.5.1. Participation in academic juries	5	5
					100

### P.2 – Technical, scientific and professional performance of the candidate (DTCP), evaluated according to the assessment of work and activities with relevance to the scientific departmental area of Rehabilitation Nursing, taking into account the following criteria (weighting of 0.30):

*Note - In this criterion, only works of a technical and scientific nature in the Nursing area with relevance to the area of Rehabilitation Nursing published before the deadline for submission of applications will be considered. Candidates must group them in their curriculum according to the operationalisation of the present criterion. The matter of "relevance to Rehabilitation Nursing" will, in case of doubt, be decided by a majority in a roll-call vote by the jury members;*

#### 2.1 Scientific publications (maximum 40 points)

### 2.1.1. Articles published in a scientific journal (maximum 40 points)

*Note - In the scope of this subcriterion, Quartile 1, 2, 3 and 4 journals are considered, as well as those indexed in other databases (the requirements of all journals are considered at the date of publication). It is up to the candidate to prove the Quartile*  
<https://www.scimagojr.com/journalrank.php?year=2015&country=BR&type=j>  
*Candidates should group the different publications according to the type of journal.*

- Article in which the candidate is the author or co-author, published in a Q1 and Q2 journal – 6 points/ article  
*Note - It is up to the candidate to prove the indexation, through the respective link or by other unequivocal means.*
- Article in which the candidate is the author or co-author, published in a Q3 and Q4 journal – 4 points/ article  
*Note - It is up to the candidate to prove the indexation, through the respective link or by other unequivocal means.*
- Article in which the candidate is the author or co-author, published in an indexed journal and not belonging to any of the previous quartiles. 2 points/ article  
*Note - It is up to the candidate to prove the indexation, through the respective link or by other unequivocal means.*

### 2.1.2. Article in conference proceedings (maximum 15 points)

*Note - "Conference proceedings" refers to the publication, with International Standard Book/Serial Number or DOI, of papers/presentations related to scientific events, the publication of which has occurred until the application deadline. The articles already considered in this sub-criterion will not be scored.*

- Article published in conference proceedings 2 points/ article  
*Note - An article in "conference proceedings" is considered to be the publication of a presentation at scientific events, not including abstracts.*

### 2.1.3. Books (maximum 30 points)

*Note - New editions of the same book will not be considered, with the exception of revised and expanded editions. Publications and/or editions in conference proceedings will not be considered. It is up to the candidate to prove the edition, revision and expansion of the book.*

- Book chapters in which the candidate is the author or co-author – 3 points/ book  
*Note - In this subcriterion, no more than five chapters per book will be considered.*

### 2.1.4. Book chapters (maximum 15 points)

*Note - New editions of the same chapter will not be considered, with the exception of revised and expanded editions. Publications and/or editions in conference proceedings will not be considered. It is up to the candidate to prove the edition, revision and expansion of the chapter.*

### 2.1.5 Reviewer in scientific journals (maximum 20 points)

*Note - The score for this subcriterion is based on the number of scientific articles for which the candidate has been a reviewer of at least one article, up to the application deadline. It is up to the candidates to provide proof that they have made revisions for the indicated journals.*

- Reviewer in Q1 and Q2 articles 4 points/art.

- Reviewer in Q3 and Q4 articles 3 points/art.
- Reviewer in indexed journals 2 points/art.

## 2.2 Science and technology dissemination actions (maximum 30 points):

*Note - Scientific events are considered to be congresses, conferences, colloquia and other similar activities of a technical and scientific nature, with a scientific committee, which have been publicly announced and have taken place until the application deadline. Only dissemination actions in the field of Rehabilitation Nursing, or with relevance to the area of Rehabilitation Nursing, will be considered. Candidates must group them in their curriculum vitae according to the operationalisation of the present criterion. The matter of "relevance to Rehabilitation Nursing" will, in case of doubt, be decided by a majority in a roll-call vote by the jury members.*

### 2.2.1. Oral presentation/Conference (maximum 15 points)

*Note - In this subcriterion, only panel presentations that are individually included in the program of the scientific event, in person or remotely, will be considered. It is up to the candidate to provide proof of this activity and the fulfillment of these requirements. Activities carried out until the application deadline will be considered. Neither free papers nor poster presentations will be considered in this item.*

- Oral presentation at an international scientific event 5 points/ pres.
- Oral presentation at a national scientific event 3 points/ pres.

### 2.2.2. Poster/Free presentation (maximum 7 points)

*Note - In this subcriterion, only posters/free presentations, duly certified by the event's organization, carried out in person or remotely, until the application deadline, will be accounted for. For counting purposes, the poster and its presentation, if any, will be considered together, only once. Candidates should group them accordingly.*

- Free presentation - author or co-author, presented at an international scientific event 2 points/ pres.
- Free presentation - author or co-author, presented at a national scientific event 1 point/ pres.
- Poster - author or co-author, presented at an international scientific event 1 point/ poster
- Poster - author or co-author, presented at a national scientific event 0.5 point/ poster

### 2.2.3. Organising/scientific committee of an event (maximum 8 points)

*Note - In this subcriterion, scientific events that are duly certified, have been publicly announced and have taken place, in person or remotely, until the deadline for submitting the application will be accounted for.*

- Participation in an organising or scientific committee of an international scientific event 2 points/part.
- Participation in an organising or scientific committee of a national scientific event 1 points/ part.

#### 2.2.4. Moderation or commentary at a scientific event (maximum 6 points)

*Note - In this subcriterion, only moderations and/or commentary duly certified by the event's organization, carried out until the application submission deadline, will be taken into account.*

- Participation as moderator or commentator at a scientific event 1.5 points/part.

### 2.3 Participation in R&D projects (maximum 20 points)

*Note - Only R&D projects in the area of Rehabilitation Nursing, or with relevance to the area of Rehabilitation Nursing, will be considered. The matter of "relevance to Rehabilitation Nursing" will, in case of doubt, be decided by a majority in a roll-call vote by the jury members.*

#### 2.3.1. Participation in R&D unit project teams (maximum 20 points)

*Note - In this subcriterion, only research and development projects in which the candidate has participated up to the application deadline will be considered. They must be registered in a R&D unit or be the result of a formal institutional partnership, and proof of this must be provided, issued by the competent services or bodies of the R&D unit or host institution. Within the scope of the operationalisation of this subcriterion, foreign institutions similar to FCT shall be considered for this purpose.*

- Principal Investigator of a completed or ongoing R&D project funded by FCT or another entity external to the higher education institution/research unit 16 points/project
- Team member of a completed or ongoing R&D project funded by FCT or another entity external to the higher education institution/research unit 12.5 points/project
- Principal researcher of a completed or ongoing R&D project, not funded by FCT or another entity external to the higher education institution/research unit and with results published in a scientific journal 12 points/project  
*Note - Candidates must unequivocally identify which publication substantiates the results of the research project.*
- Team member of a completed or ongoing R&D project, not funded by FCT or another entity external to the higher education institution/research unit and with results published in a scientific journal 9 points/project  
*Note - Candidates must unequivocally identify which publication substantiates the results of the research project.*

#### 2.3.2. Participation in scientific research projects in the scope of HEIs or Health (maximum 10 points)

- Participation in scientific research projects 5 points/project  
*Note - In this subcriterion, only research projects in which the candidate has participated up to the application deadline will be considered. The projects must have resulted in publications in indexed scientific journals or presentations in a scientific event. Candidates must unequivocally identify which publication/presentation substantiates the results of the research project.*

### 2.4 H-Index Citations (maximum 5 points)

#### Central Services

Avenida Professor Egas Moniz  
1600-190 LISBON  
Tel.: 21 791 34 00 / Fax: 21 795 47 29

#### Calouste Gulbenkian Pole

Tel.: 21 791 34 00 / Fax: 21 795 47 29

#### Artur Ravara Pole

Tel.: 21 891 22 00



*Note - In this subcriterion, the value of the candidate's H-index in Scopus H-Index Evaluation system will be considered. This index must be obtained by the application deadline.*

**2.4.1 H-index** - number of points equal to the value of the candidate's H-index.

## 2.5 Participation in Juries (maximum 5 points)

### 2.5.1 Participation in academic juries

*Note - In this subcriterion only the candidate's participation as examiner will be considered, being attributed one point for each jury.*

**P.3 – The candidate's pedagogical capacity (CP), assessed on the basis of an evaluation of the quality and extent of their previous teaching practice (weighting of 0.30):**-----

	Parameters	Criteria	Subcriteria	Maximum score per subcriterion	Maximum score per criterion
Weighting 0,30	P3) Pedagogical capacity (CP)	3.1 Curricular units taught and the type of classes given	3.1.1. In the scientific departmental area of Rehabilitation Nursing	30	50
			3.1.2. In other nursing and/or health areas	20	
		3.2 Production of teaching material and experience in the implementation of innovative techniques and methods to support teaching	3.2.1. Production or co-production of documents and other didactic materials	5	15
			3.2.2. Experience in the implementation of innovative techniques and methods to support teaching	5	
		3.3 Other pedagogical activity within the scope of education	3.3.1. Activity as trainer in courses or workshops in the area of Rehabilitation health	35	35
			3.3.2. Organisation and management of the educational activity of a healthcare institution or service	35	
					100

**P.3 – The candidate's pedagogical capacity (CP), evaluated on the basis of an assessment of the quality and extent of their previous teaching practice, considering the following criteria (weighting 0.35):**

*Note - Only activities carried out in Higher Education Institutions (HEI) or Health Institutions that took place before the application deadline will be considered.*

### 3.1 Curricular units taught and type of classes given (maximum 50 points)

*Note - In the different modalities: theoretical (T), theoretical-practical (TP), practical-laboratorial (PL), seminar (S), fieldwork (TC), internship (E) and tutorial guidance (OT), the candidate must identify and prove the percentage of Full Time Equivalent (FTE) in each academic year in the HEIs.*

#### 3.1.1. In the scientific departmental area of Rehabilitation Nursing

30 points/ FTE

Teaching experience according to the percentage of FTE in HEIs in the area of Rehabilitation Nursing (maximum 30 points)

#### 3.1.2. In other nursing and related areas

20 points/ FTE

Teaching experience according to the percentage of FTE in HEIs in other Nursing and related areas (maximum 20 points)

### 3.2 Production of teaching material and experience in the implementation of innovative techniques and methods to support teaching (maximum 15 points)

*Note - The decision on the acceptance of the teaching material or pedagogical innovation, in case of doubt, will be made by the majority in a roll-call vote by the jury members.*

**3.2.1. Production or co-production of documents and other didactic materials** such as support texts, manuals, films and other documents used in teaching activities 5 points/  
material

*Note - Only didactic materials produced or co-produced in relation to the curricular units taught will be considered.*

*The candidate is responsible for:*

- a) Attaching a copy of the produced material and the respective technical sheet proving its authorship or co-authorship; when this is not materially possible, a detailed description of the document or material should be made stating its scope, nature, objectives, content, and unequivocally explaining its didactic character;*
- b) Providing proof of the Curricular Units taught, to which the materials produced are related.*

*Basic informative elements such as sheets, guides, presentations/screens to support lessons and assessment instruments from the CU, as well as re-editions of the same material or document will not be considered.*

**3.2.2. Experience in the implementation of innovative techniques and methods to support teaching** 5 points/ exp.

*Note - Only experiences in the implementation of innovative techniques and methods to support teaching related to the curricular units taught will be considered.*

*The candidate must provide a detailed description of the technique or method used.*

**3.3 Other pedagogical activity within the scope of education (maximum 35 points)**

*Note - The candidate must present proof from the Institution.*

**3.3.1. Activity as trainer in courses or workshops in the area of Rehabilitation Nursing**  
(maximum 35 points)

- Trainer in courses or workshops lasting  $\geq 35$  hours 5 points/  
training
- Trainer in courses or workshops lasting  $\geq 28$  hours and  $< 35$  hours 4 points/  
training
- Trainer in courses or workshops lasting  $\geq 14$  hours and  $< 28$  hours 3 points/  
training
- Trainer in courses or workshops lasting  $\geq 5$  hours and  $< 14$  hours 2 point/ training
- Trainer in courses or workshops lasting  $< 5$  hours 1 point/ training

**3.3.2. Organisation and management of the training activity in a healthcare institution or service** 7 points/ year  
up to 35  
(maximum 35 points)

**P.4 – Other relevant activities (OAR) to ESEL's mission, assessed on the basis of the evaluation of the singular activities developed by the candidate (weighting of 0.15):-----**

	Parameters	Criteria	Subcriteria	Maximum score per subcriterion	Maximum score per criterion
Weighting 0.15	P4) Other relevant activities to ESEL's mission (OAR)	4.1 Provision of services and consultancy	4.1.1. Technical reports on projects relevant to Rehabilitation nursing, promoted by public entities or associations	5	10
		4.2 Collaboration with HEIs	4.2.1. Committees and working groups in HEIs	5	10
	4.3 Professional, cultural, social and other activities considered relevant by the candidate and not included in the previous parameters	4.3.1. Experience of professional clinical practice in the area of Rehabilitation Nursing	50	80	
		4.3.2. Clinical supervisor to nursing students	40		
		4.3.3. Positions and functions in an institution not classified as higher education	10		
		4.3.4. Institutional committees and working groups not classified as higher education	10		
		4.3.5. Citizen outreach activities in the area of Rehabilitation health	10		
		4.3.6. Participation in decision-making bodies of scientific societies and professional organisations	10		
		4.3.7. Participation in decision-making bodies of cultural or civic associations and charities	5		
					100

**P.4 – Other relevant activities (OAR) to ESEL's mission, assessed on the basis of the evaluation of the singular activities developed by the candidate (weighting of 0.20):**

**4.1 Provision of services and consultancy (maximum 10 points)**

*Note - The candidate's participation must be duly proven by the public entity or association.*

Technical reports on projects relevant to Rehabilitation nursing, promoted by public entities or associations 5 points/  
report

**4.2 Collaboration with HEIs (maximum 10 points)**

*Note - The candidate's participation must be duly proven by the HEI.*

Committees and working groups in HEIs 5 points/  
committee

**4.3 Professional, cultural, social and other activities considered relevant by the candidate and not included in the previous parameters (maximum 80 points)**

*Note - The candidate must provide supporting documents from the institutions, taking into account the period of time considered in each subcriterion, when mentioned.*

**4.3.1. Experience of professional clinical practice in the area of Rehabilitation Nursing (maximum 10 points/year 50 points)**

*Note - During the period up to the application submission date*

**4.3.2. Clinical supervisor to nursing students (maximum 40 points)**

*Note - Only supervision as a nurse in a clinical context until the application submission date is considered*

- Clinical orientation for students, in the area of Rehabilitation Nursing 5 points/stud.
- Clinical orientation for students in other areas of Nursing 4 points/stud.

**4.3.3. Positions and functions in an institution not classified as higher education** (maximum 10 points) 4 points/position

**4.3.4. Institutional committees and working groups not classified as higher education** (maximum 10 points) 3 points/com. or group

**4.3.5. Citizen outreach activities in the area of Rehabilitation Nursing** (maximum 10 points) 2 points/activ.

**4.3.6. Participation in decision-making bodies of scientific societies and professional organisations** (maximum 10 points) 3 points/part.

**4.3.7. Participation in decision-making bodies of cultural or civic associations and charities** (maximum 5 points) 5 points/part.

*Note: In the positions' scoring, other designations with similar functions may be considered. In case of doubt regarding the similar functions or the relevance to the institution's mission, the decision will be taken by the majority in a roll-call vote by the members of the jury.*

**9. Score Attribution:** The score for each parameter results from the sum of the scores obtained in the respective criteria, which, in turn, result from the scores achieved in the subcriteria that they integrate. In any of the cases, the score attributed may not exceed the maximum values established for the respective parameter, criterion or subcriterion.

#### 10. Final score:

The calculation of the final score of the application will result from the following formula (where FS means Final Score):

Final Score = **(0.25 Q + 0.30 DTCP + 0.30 CP + 0.15 OAR)**.

**10.1. The final classification (FC)** will be expressed on a scale of 0 to 20 points, fractioned to the hundredths, and results from the conversion of the final score (FS) to this scale.

**11. Publication of the evaluation system:** The minutes of the jury containing detailed information of the operationalisation of the evaluation system of the parameters, criteria and sub-criteria, as well as the classification

grid, will be published in ESEL's style sites and on ESEL's website, simultaneously with the publication of the present notice.

**12. Jury:** The Jury is composed of five effective elements and two substitutes, with the following composition:

**President:**

- Professor Vanda Lopes da Costa Marques Pinto Coordinator Professor at ESEL;

**Voting members:**

- Professor Maria do Ceu Lourenço Sá, Coordinating Professor at ESEL;
- Professor Arménio Guardado Cruz, Coordinating Professor at the Nursing School of Coimbra;
- Professor Carlos Manuel Leitão Maia, Coordinating Professor at Superior School of Health Dr. Lopes Dias of the Polytechnic Institute of Castelo Branco;
- Professor Rogério Manuel Ferrinho Ferreira, Coordinating Professor at the Polytechnic Institute of Beja;

**Substitute Members:**

- Professor Joaquim Paulo Cabral de Oliveira, Coordinating Professor at ESEL
- Professor Pedro Miguel Parreira, Coordinating Professor at the Nursing School of Coimbra.

**13. 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.

**14. Exclusion of the application:**

**14.1 Reasons for the exclusion of applications:**

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

**15. 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.

**16. Individual report:** Once the applications admission phase is concluded, the jury, based on the previously published evaluation system, will elaborate and approve a reasoned report on the evaluation of the curriculum of each candidate, which will include the respective final classification.

**17. Absolute merit:** All candidates who obtain a final classification, without rounding, of 12 points or more, will be considered to have passed with absolute merit.

**18. Ranking and tie-breaking of the candidates:**

- a) The candidates admitted with absolute merit are ranked in descending order of the final classification obtained as a result of the application of the final evaluation system.
- b) In the event of a tie, the centesimal classifications will be used to rank the candidates and, if the equality persists, the following criteria will be applied in turn:
  - 1) Having obtained a higher score in the sum of the DTCP and OAR parameters;
  - 2) Having obtained a higher score in the OAR parameter;
  - 3) Having obtained a higher score in the DTCP parameter;
  - 4) Having obtained a higher score in the CP parameter;
- c) The candidates without absolute merit will be ranked in alphabetical order with an indication of the points obtained.

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

**20. Final ranking list:** after the hearing of interested parties, the final ranking list once approved will be published in the 2nd Series of Diário da República, posted in ESEL's style sites and made available on ESEL's website.

**21. Consultation of the process:** the tender process can be consulted by the candidates who request it, by appointment via the email [recursoshumanos@esel.pt](mailto: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 am and from 2 pm to 4 pm.

**22.** All notifications made 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.

**23.** This tender will also be published on BEP (Public Employment Pool), on the website 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.

**24.** The provisional ranking lists, as well as the definitive list of admissible applications and the provisional list of approval with absolute merit are published in ESEL's style sites and website.

25. 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, 21 April 2023

The President of ESEL

(Coordinating Professor João Carlos Barreiros dos Santos)