

## 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 Community Health Nursing.

Considering the proposal of the Scientific-Technical Board, approved by deliberation on 26 September, 2022, 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 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 Professors in the Nursing School of Lisbon (ESEL), approved on 29/10/2020 by the President of 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 dated 09/12/2022 issued by the President of ESEL, 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 Community Health Nursing at ESEL. This tendering procedure is ruled by the aforementioned regulations and by all other applicable legal and regulatory guidelines.

**1. Period of validity:** The tender is valid for the filling of the two abovementioned vacancies and will be exhausted when they are filled or when they cannot be completely filled, due to the lack of candidates or insufficient number of candidates. It may also be terminated by a

duly founded act from the President of ESEL, respecting the general principles of administrative activity, as well as the legal and regulatory limits.

**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.

**2.1. The area for which the tender is open:** Community Nursing.

**3. Place of work:** ESEL and other places where the institution develops its activity.

**4. Remuneration position:** as determined under the terms in no. 1 of article 35, of ECPDESP, as well as other applicable legislation.

**5. Admission requirements:**

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 candidates who, by the deadline for the submission of applications, meet the general requirements set out in these regulations.

The holders a doctoral degree in nursing or 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) and the holders of the professional title of nurse specialist in Community Nursing, issued by Ordem dos Enfermeiros (Portuguese Order of Nurses).

**5.1.** - Candidates holding foreign qualifications must prove the recognition, equivalence or registration of their degree, in accordance with the applicable legislation and internal regulations.

**6. Formalisation of the application:**

6.1. Applications should be formalised by means of a paper request addressed to the President of ESEL and written in Portuguese, containing the following elements:

- a) The candidate's full identification, including full name, date of birth, nationality, civil identification number, address, telephone contacts and e-mail address;
- b) Academic qualifications and titles and/or professional titles;
- c) Category, group or subject area to which they belong, complete length of service and detailing the time as a teacher in higher education and the institution to which they belong, if applicable;
- d) Identification of the tender to which they are applying and reference to the Diário da República in which this notice was published;
- e) List of documents accompanying the request;
- f) Date and signature.

6.2. Applications must be 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.

Applications delivered in person or sent by mail must include a paper copy of the documents. All documentation delivered on paper must be accompanied by identical material reproduced in 5 (five) copies in a portable electronic storage device (*flash drive*), containing, in digital format, all documentation submitted on paper. The candidate's signature may be digital or handwritten.

The *curriculum vitae* copies must be dated and signed, contain all the relevant information for the evaluation of the application and the respective supporting documents. The curriculum must be organised according to the selection and seriation criteria in this notice.

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) By postal submission, until the last day of the deadline, verified by the mail's registration date.

## 7. Application instructions:

7.1. The candidate must accompany their request 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 an identification document);
- c) A declaration from the candidate under solemn affirmation, in which they assure they are not inhibited from exercising public duties or prohibited to exercise the duties and that they have fulfilled the compulsory vaccination laws; they are physically fit and have the mental profile required to exercise the duties they are applying for;
- 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 Portugal, in accordance with the applicable legislation, and proof for the professional title of Nurse Specialist in Community Nursing, issued by the 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) Simple photocopy of other qualifications certificates and academic and professional titles;
- f) Any other elements that the candidate considers to have an influence on the assessment of their merit or that may constitute a reason for legal preference;
- g) A paper copy of the *curriculum vitae*, written in Portuguese, duly dated and signed, and of the documents accompanying the application, as well as five copies in digital format (*flash drive*) in PDF format, containing all the application documents;

h) 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.

i) It is the candidates' responsibility to provide documentary evidence, as much as possible, of the framework of all curricular elements presented and associated to the subcriteria/criteria included in the evaluation system approved by the jury. The same curricular element can only be part of one subcriterion;

ii) 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;

iii) 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;

iv) The candidates who provide services to ESEL are exempt from presenting the documents that already exist in their respective individual files, and this fact must be expressly stated in the respective application.

v) Failure to present the supporting documents related to the curriculum submitted by the candidate implies the non-assessment of the elements that they should prove;

**7.2.** The documents submitted by the candidate shall be returned to them, at their request, one year after the end of the present tender, except if the competition has been subject to a judicial review.

## **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, composed of parameters, criteria, subcriteria and respective scores and aims to evaluate the candidate's qualification, technical-scientific and professional performance, pedagogical capacity and the exercise of other relevant activities for the institution's mission in the area for which the competition is open, with the final classification and respective weighting being:

Final score = P1 + P2 + P3 + P4

P1 - Candidate's qualification (Q) 10%;

P2 - Technical, scientific and professional performance (DTCP) 35%;

P3 - Pedagogical capacity (CP) 35%;

P4 - Other relevant activities (OAR) 20%;

## OPERATIONALISATION OF PARAMETERS AND CRITERIA FOR CURRICULAR EVALUATION

**Parameter 1 (Q): The candidate's qualifications, assessed on the basis of an evaluation of their academic and training background, in particular** (maximum 100 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 60 points):

i) Doctoral degree in nursing - 60 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 - 55 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 - 50 points;

**b) Specialised and post-graduate training** (maximum 40 points):

*Note: The specialisation in Community Nursing is not included.*

- i) Post-graduate studies in an area of interest to Community Nursing (maximum 40 points):
  - a. up to 30 ECTS - 20 points each;
  - b. higher than 30 ECTS - 40 points each.

**Parameter 2 (DTCP): 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 100 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 after 01.01.2013, will be considered.*

**a) Scientific publications** (maximum 50 points):

- i) Article in a scientific journal or minutes of a scientific event (maximum 10 points):
  - a. Publications in journals with impact factor (ISI) and/or indexed (e.g., SJR or JCR) - 5.0 points each;
  - b. Publications in other peer-reviewed journals - 4.0 points each;
  - c. Scientific article published in the minutes of a scientific meeting - 2.0 points each;
  - d. Abstract published in the minutes of a scientific meeting - 1.0 point each.
- ii) H index citations - 2.5 points per citation (maximum 5 points)



iii) Book and Chapter of a book or *e-book* (maximum 20 points):

- a. Book or e-book in which the candidate is the author or co-author - 10 points each;
- b. Chapter of a book or *e-book* in which the candidate is the author or co-author - 5 points each, up to a maximum of 3 chapters per book.

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

iv) 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) - 2.5 point each;
- b. Review of articles for other peer-reviewed journals - 2.0 points each;
- c. Technical reviewer of scientific books - 1.5 points each.

iv) Participation in the editing/coordination of a scientific journal or book (maximum 10 points):

- a. Journal with impact factor (ISI) and/or indexed - 2.5 points each;
- b. Scientific book in the nursing or health area - 2.0 points each;
- c. Translation of a scientific book - 2.0 points each;
- d. Member of the editorial board - 1.0 point each.

**b) Science and technology dissemination actions (maximum 30 points):**

*NOTE: in this criterion the actions of a technical-scientific nature, in the area of nursing, after 01.01.2013 will be considered.*

i) Presentation by invitation (maximum 10 points):

- a. Presentation by invitation at an international scientific meeting - 4 points each;
- b. Presentation by invitation at a national scientific meeting - 3 points each;

ii) Poster / Free oral presentation (maximum 10 points):

- a. Presentation at an international scientific meeting - 2.0 points each;



b. Presentation at a national scientific meeting - 1.5 points 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 event - 1.0 for each (maximum 4 points):

*Note: In this subcriterion, only the moderator/commentator activities included in the programme of the scientific event or duly certified will be considered.*

iv) Organization of scientific events (Maximum 6 points):

a. Member of the Jury/scientific or organizing committee at an international scientific meeting - 3 point each;

b. Member of the Jury/scientific or organizing committee or Jury at a national scientific meeting - 2.0 points each.

**c) Participation in research and development projects** (maximum 20 points):

i) Member of a research unit recognized by FCT (Foundation for Science and Technology) - 10.0 points (only one unit is awarded a point);

ii) Participation in a funded and concluded project - 5.0 points for each project;

iii) Participation in a funded and ongoing project - 4.0 point for each project;

iv) Participation in an unfunded and completed project - 2.5 points for each project;

v) Participation in an unfunded and ongoing project - 1.5 points for each project.

**Parameter 3 (CP):** The candidate's pedagogical capacity, assessed on the basis of an evaluation of the quality and extent of their previous pedagogical practice, in particular (maximum 100 points).

**a) CUs taught and the type of classes given, in the different study cycles** (maximum 65 points):

i) The exercise of teaching functions in a Higher Education Institution (maximum 25 points)

a. Teaching experience according to the percentage of FTE in a Higher Education Institution in the scientific area of nursing - 10.0 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. Only teaching activity carried out after 1 January 2013 is considered.*

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 - 4.0 points each;

b. Supervision of dissertation/internship report/project work - 3.0 points each;

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

d. Co-supervision of dissertation/internship report/project work - 2.0 point each;

e. Supervision of a monograph or final course work - 1.5 points each.

iii) Coordination of CUs - 5 points per coordination/year (maximum 5 points);

iv) Lecturing in CUs excluding clinical teaching/internship - for each CU teaching a minimum of 10 hours - 5 points each (maximum 10 points);

v) Pedagogical supervision of students in clinical teaching/internship CUs, under contract by a higher education institution in the area of nursing, in the different study cycles - 2.5 points per clinical teaching/internship (maximum 10 points);

vi) Clinical orientation for students at the clinical teaching/internship site in the different study cycles - 2 points for each clinical teaching or internship (maximum 10 points).

**b) Production of teaching material and implementation of digital, technical teaching modalities, methods and innovative practices to support teaching (maximum 35 points):**

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

i) Teaching materials produced - 5.0 points each (maximum 15 points);

*Note: It is the candidate's responsibility to attach a copy that proves their authorship or co-authorship; when this is not materially possible, a detailed description of the document or material must be provided. 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. The decision on the acceptance of the submitted teaching material will be taken unanimously by the jury members.*

ii) Experience in using teaching and learning management platforms (*e-learning* platform) - 5.0 points each (maximum 5 points);

iii) Experience in implementing innovative techniques, methods and practices - 5.0 points each (maximum 15 points).

*Note: The candidate must provide a detailed description of the technique or method used. The decision on the innovative nature shall be taken unanimously by the members of the jury.*

**Parameter 4 (OAR): Other relevant activities for ESEL's mission, assessed on the basis of the evaluation of the singular activities developed by the candidate, in particular (maximum 100 points).**

**a) Provision of services and consultancy (maximum 50 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 - 5 points each (maximum of 15 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 - 5 points each (maximum of 15 points);

- iii) Member of a jury in the framework of professional performance - 5 points each (maximum 20 points).

Note: *Examples of this are - member of a jury in public tenders for the admission of staff or in public tenders for the acquisition of goods and services.*

**b) Collaboration with Higher Education Institutions (HEI) (maximum 20 points):**

- i) Examiner in juries of doctoral examinations/title of specialist (Decree-Law 206/2009, 31 August, amended by Decree-Law 27/2021, 16 April) - 5 points each;
- ii) Examiner in juries of master's degree examinations - 4.0 points each;
- iii) Examiner of the jury in a doctoral project - 4.0 points each;
- iv) Member in juries for tenders in HEIs - 3,0 points each;
- v) Exercise of scientific and pedagogical positions - 4.0 points each.

**c) Other relevant aspects not previously specified (maximum 30 points):**

- i) Professional activity in clinical context in the area of community nursing - 2 points per full year (maximum 8 points);
- ii) Pedagogical activity within the scope of training/activity as a trainer in courses/workshops in the area of health, with a duration longer than 3 hours - 2.0 points each activity/course (maximum 8 points);
- iii) Management functions in health institutions - 2.5 points per function (maximum 5 points).

Note: *Examples are Director/President of a management body or any other institutional body; Effective member of a management body or any other institutional body; Head or Coordination of a care unit within the scope of Community Nursing; Coordination of commissions and working groups; Coordination of a training centre; Coordination/Head of In-Service Training.*

- iv) Participation in decision-making bodies of scientific societies or professional organisations (maximum 5 points)

- a. President of a social body belonging to the Portuguese Order of Nurses - 2.5 points per full year;
- b. Elected effective member of a social body belonging to the Portuguese Nurses Order or president of a social body belonging to a scientific society or professional organisation - 2.0 points per full year;
- c. Effective elected member of a social body belonging to a scientific society or professional organisation - 1.5 points per full year.
- v) Professional experience / participation in international or national projects - 2,0 points for each participation (maximum 4 points).

#### **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. Scoring:**

The score for the application will be calculated using the following formula ( $P1 \times 0.1 + P2 \times 0.35 + P3 \times 0.35 + P4 \times 0.2$ )

**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 on the operationalisation of the evaluation system for the parameters, criteria and sub-criteria, as well as the classification grid, will be published in ESEL's style sites and on ESEL's webpage simultaneously with the publication of the present notice.

## **12. Admission of applications:**

Once the deadline for the submission of applications has expired, 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.

## **13. Exclusion of the application:**

Reasons for the exclusion of applications:

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

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 the appropriate procedure.

## **14. Hearing of interested parties:**

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.

## **15. 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.

## **16. Absolute merit:**

All candidates who obtain a final classification, without rounding, equal to or greater than 12 points, in accordance with article 22 of Order no. 11219/2020, published on November 13th in Diário da República, 2nd series no. 222, will be considered admitted with absolute merit.

The candidates without absolute merit will be ranked in alphabetical order with an indication of the points obtained.

#### **17. 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:
  - i) The candidate with the higher academic degree;
  - ii) The candidate with more years of experience in the teaching area;
  - iii) The candidate with the longer period of service.

#### **18. Ranked list- Hearing of interested parties:**

After approving the draft ranking list, with the seriation of the candidates admitted 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.

#### **19. 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.

#### **20. Process consultation:**

The tender process can be consulted by the candidates who request it, by prior appointment via 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.

21. 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.

22. This tender will also be published on Bolsa de Emprego Público (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.

23. 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.

*Note. When clarification is required regarding interpretative questions in the application of the criteria, decisions will be taken consensually by the members of the jury.*

24. **Composition of the jury.** The Jury has five effective elements and two substitutes, with the following composition:

President:

Maria de Fátima Moreira Rodrigues, Coordinating Professor at ESEL;

Voting members:

Sandra Maria Miranda Xavier da Silva, Coordinating Professor at ESEL, who will substitute the president in case of absence or impediment.

Marília Maria Andrade Marques da Conceição e Neves, Coordinating Professor at the Nursing School of Coimbra;

Margarida da Silva Neves de Abreu, Coordinating Professor at the Nursing School of Porto;

Ana Paula Gato Rodrigues Polido Rodrigues, Coordinating Professor at the School of Health Sciences of the Polytechnic Institute of Setúbal.

Substitute Members:

Andreia Cátia Jorge Silva Costa, Coordinating Professor at ESEL;

Anabela de Sousa Salgueiro Oliveira, Coordinating Professor at the Nursing School of Coimbra.

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

The President of ESEL

Coordinating Professor João Carlos Barreiros dos Santos