

Notice n. 574/2022

1 - Pursuant to the Statutes for Higher Polytechnic Teaching Staff Career (ECPDESP), approved by Decree-Law No. 185/81 of July 1st, amended by Decree-Law No. 69/88 of March 3rd, and 207/2009 of August 31st, and by Law No. 7/2010 of May 13th, as well as the Regulation for Hiring and Recruitment of Career Teaching Staff of the Polytechnic Institute of Leiria (Polytechnic of Leiria), published in the *Diário da República*, 2nd series, no. 127 of July 2nd 2010, through Order No. 10 990/2010, becomes public that, by order of the President of the Polytechnic of Leiria, Professor Doctor Rui Filipe Pinto Pedrosa, of December 31st 2021, based on a proposal of the Director of the School of Health Sciences, is open for a period of 30 working days, counting from the date of publication of this notice in the *Diário da República*, a documentary contest to recruit two Adjunct Teachers, in the form of a public service employment contract for an indefinite period, for the disciplinary area of Nursing, in Medical-Surgical Nursing specialty, for the School of Health Sciences - 2 places.

2 - Validity period: the present competition is exclusively intended to fill the aforementioned job positions, and will be exhausted with its provision.

3 - Functional content of the category:

3.1 - Under the terms of Article 2-A of ECPDESP, teachers of the polytechnic higher education are expected to provide the teaching service that is attributed to them and follow and guide students; to carry out research, cultural creation or experimental development activities; to participate in tasks of extension, scientific and technological dissemination and economic and social valorization of knowledge and to participate in the management of the respective higher education institutions.

3.2 - Under the terms of paragraph 4 of article 3 of the ECPDESP, the Adjunct Professor is responsible for collaborating with the coordinating professors within the scope of a discipline or scientific area and, namely: to manage and teach theoretical, theoretical-practical classes; to guide, direct and monitor internships, seminars and laboratory or field work; to direct, develop and carry out scientific research and experimental development activities, according to the general guidelines previously and superiorly defined within the scope of the respective discipline or scientific area; to cooperate with the other professors of the discipline or scientific area in the coordination of programs, teaching methodologies and general lines of investigation regarding the disciplines in that area.

4 - Remuneration position (article 35, no. 1, ECPDESP): "The remuneration regime applicable to career teachers and teaching staff hired beyond their career is set out in its own diploma." - Decree-Law No. 408/89 of November 18th, amended by Decree-Law No. 76/96 of June 18th, Decree-Law No. 124/99 of April 20th, and Decree-Law 373/99 of September 18th.

5 - Admission requirements:

5.1 - Under the terms of article 17 of the General Labor Law in Public Functions, approved by Law no. 35/2014 of June 20th, in its current wording, and of article 12-E of ECPDESP, only candidates who, up to the deadline for submission of applications, cumulatively meet the following general requirements, may apply:

- a) Be 18 years of age;
- b) Not be inhibited from exercising public functions or not be prohibited from exercising the functions to which the candidate is applying;
- c) Have physical strength and psychic profile that are indispensable for the exercise of the functions to which the candidate is applying;
- d) Have complied with the mandatory vaccination laws.

5.2 - In compliance with article 17 of the ECPDESP, holders of a doctoral degree or specialist title, in the area or similar area to that for which the competition is open, can apply for the competition. The title of specialist mentioned in article 17 of the ECPDESP refers to the provision of article 48 of Law 62/2007 of September 10th and Decree-Law no. 206/2009 of August 31st.

5.3 - Candidates with foreign qualifications must prove the recognition, equivalence or registration of the doctoral degree, under the terms of the applicable legislation.

6 — Formalization of the application:

6.1 - Applications must be formalized through a request, addressed to the President of the Polytechnic of Leiria, which can be delivered personally at the Central Services of the Polytechnic of Leiria - Office of Expedient and Archive, or sent by mail, registered with acknowledgment receipt, to the following postal address: Politécnico de Leiria, Rua General Norton de Matos, Apartado 4133, 2411-901 Leiria, until the deadline for submission of applications referred to in paragraph 1 of this notice. Applications sent by email will not be accepted.

6.2 - The application must be made on paper, by downloading and filling the form provided on the Polytechnic of Leiria's website (<https://www.ipleiria.pt/recursos-humanos/concursos/>) [where must appear: full name, date of birth, gender, nationality, ID number, postal and electronic address, telephone number, academic degrees, professional category and position the candidate currently holds (if applicable), reference of the competition the candidate is applying for, number of notice, mentioning the number of the *Diário da República* in which it was published, as well as a list of documents accompanying the application], which must be dated, signed and initialed.

6.3 - Along with the application for admission to the competition, the candidate must present the following documents:

a) Documents proving the fulfillment of the requirements set out in point 5.1 of this notice. Candidates are, however, exempted from presenting them provided that they declare, in the application for admission, under honor, that they satisfy such requirements. The supporting documents for the declared situations will have to be delivered by the candidates who fill the vacancies;

b) Copy of the certificates proving the title of academic degree or the title of specialist, pursuant to point 5.2 of the notice;

c) Documents proving the fulfillment of the conditions set out in point 5.3 of this notice, if applicable;

d) copy of the candidate's *curriculum vitae* (one), duly dated and signed, organized according to the selection and ranking criteria and to the system of evaluation and final classification contained in point 7 of this notice;

e) copy of the documents proving the facts indicated in the curriculum, including other degrees, diplomas or other professional titles;

f) Critical Reflection (CR): the candidate must present a single document, organized and systematized according to the 3 dimensions to be evaluated: Technical-Scientific and Professional Performance (DTCP), Pedagogical Capacity (CP), and other Relevant Activities (AR), with a maximum limit of 5000 characters [not including spaces], for each dimension. In preparing the single document, the candidate should refer to the specific evaluation terms for the sub-criterion (RC) defined for each of the 3 dimensions, and that appear in this Announcement;

g) List containing the exact identification of all submitted documents.

6.4 - The documents referred to in point 6.3 of the notice must be delivered in digital format (CD, DVD or pen drive) duly identified, and the candidate must ensure the legibility of the files contained in the chosen external media.

6.5 - The documents referred to in the previous point should, as a rule, be in Portable Document Format (PDF), preferably in PDF/A version, except in situations where the document to be presented cannot assume the indicated format. The file name, which must be succinct and cannot contain any of the following characters: /, \, |, ., *, ?, ", (less than), and (greater than).

6.6 - Documents can be presented in Portuguese, Spanish or English. When documents proving the facts indicated in the curriculum or documents mentioned in the curriculum are originally written in another language, a translation into Portuguese, Spanish or English must also be submitted.

6.7 – The failure to submit the proving documents, required and provided for in points 5.1, 5.2 and 5.3 (if applicable) in this notice, or their presentation after the deadline stipulated in paragraph 1 of this notice, determines the exclusion of the application.

6.8 – The candidate's failure to submit the documents related to the submitted curriculum implies the non-valuation of the elements that they should prove.

6.9 - The presentation of false documents determines the immediate exclusion of the candidate from the competition, as well as the communication to the competent entities for the purpose of criminal proceedings.

6.10 - The documents delivered by the candidates will be returned to at their request, one year after the end of this contest, except in the event of a judicial challenge. In this situation, the return of the requested documents can only occur after the execution of a final judicial decision.

7 - Selection and ranking criteria and evaluation and final classification system (established under the terms of articles 11, point 2, paragraph a) and point 18, point 1, paragraphs l) and m) and points 2 and 3 of Order no. 10990/2010):

7.1 - The Applicants' Technical-Scientific and Professional Performance (DTCP), which should be weighted:

- a) Academic Degree and Titles (GAT);
- b) Scientific production, publications, communications and conferences (PC);
- c) Orientation of work leading to a bachelor's, master or doctoral degree (OT);
- d) Participation in juries of academic examinations and for awarding the title of specialist (JPA);
- e) The participation in professional training activities, participation in scientific societies and their committees or the organisation of scientific conferences, considered relevant in the area of nursing (FPSC);
- f) Critical reflection made by the candidate about the contributions of the qualification obtained for the performance of the function to which they are applying (RC).

7.1.1 - The classification to be awarded in this criterion, which represents 45% of the final classification, for a maximum of 100 points, results from the application of the following formula $DTCP = (GAT + PC + OT + JPA + FPSC + RC) / 6$

The above parameters are assessed as follows:

GAT: on a scale of 0 to 100 points, both the academic degree and the title will be cumulatively valued and will be valued as follows:

- a) Doctorate in nursing and the professional title of specialist nurse in the area of medical-surgical nursing from the Ordem dos Enfermeiros (Portuguese Nurses Order) - 100 points;
- b) Doctoral degree in a related area and the title of nurse specialist under decree-law 206/2009 of 31 August and the professional title of nurse specialist in the area of medical-surgical nursing from the Ordem dos Enfermeiros (Portuguese Nurses Order) - 80 points;
- c) The title of nurse specialist under Decree-Law 206/2009 of 31 August and the professional title of nurse specialist in the area of medical-surgical nursing awarded by the Ordem dos Enfermeiros (Portuguese Nurses Order) - 60 points;
- d) Doctoral degree in nursing or title of specialist in nursing under decree-law 206/2009 of 31 August - 5 points;

PC: on a scale of 0 to 100 points, the scientific production, publications, communications and conferences in the country and abroad, in the disciplinary area for which the competition is open, in the last ten years, will be valued, and the valuation will be done under the following terms:

- a) For each participation in a funded research and development project - 18 points;
- b) For each participation in a non-financed research and development project - 4 points;
- c) For each article published in *Scopus* journals - 9 points;

- d) For each article published in journals indexed in other databases - 6 points;
- e) For each full paper published in congress proceedings - 3 points;
- f) For each book or e-book published at an international level - 4,5 points;
- g) For each book or e-book published at the national level - 1,5 points;
- h) For each book chapter or e-book published at the international level - 2,25 points;
- i) For each book chapter or e-book published at the national level - 1 point;
- j) For each review in an international scientific journal indexed to Scopus - 6 points;
- k) For each review in an international scientific journal indexed in other databases - 4,5 points;
- l) For each review in a national scientific journal indexed to Scopus - 3 points;
- m) For each review in a national scientific journal indexed in other databases - 1,5 points;
- n) For each participation on the editorial board of an international journal - 4,5 points;
- o) For each participation on the editorial board of a national magazine - 2,25 points.

Additional information: In the PC component [scientific production, publications, communications, and conferences], each point will be doubled whenever candidates prove that it falls within the speciality area of medical-surgical nursing.

OT: on a scale of 0 to 100 points, the guidance of work leading to an academic degree in the last ten years is valued and is assessed under the following terms:

- a) For each doctoral thesis supervision completed - 10 points;
- b) For each supervision of a doctoral thesis in progress - 7,5 points;
- c) For each dissertation/internship report/major project work supervision completed - 5 points;
- d) For each monograph/terminal work orientation completed - 4 points.

JPA: on a scale of 0 to 100 points, the participation in juries of academic examinations and for awarding the title of specialist in the last ten years is valued and is valued under the following terms:

- a) For each participation as an arguer in a doctoral thesis jury - 12 points;
- b) For each participation as a panel member in dissertations/internship reports/major project work - 8 points;
- c) For each participation as a jury member for the attribution of the title of specialist under the decree-law no. 206/2009 of 31 August - 8 points.

FPSC: on a scale of 0 to 100 points, participation in professional training activities, participation in scientific societies and their committees or the organisation of scientific conferences, considered relevant in the area for which the competition is open, in the last ten years, will be valued, with the valuation being done under the following terms:

- a) For each invited paper in an international scientific meeting - 8 points;
- b) For each invited paper in a national scientific meeting - 2 points;
- c) For each free paper in international scientific meeting - 2 points;
- d) For each free paper in a national scientific meeting - 1 point;
- e) For each participation as a member of the scientific/organising committee of an international scientific meeting - 4 points;
- f) For each participation as a scientific/organising committee member in a national scientific meeting - 1 point.
- g) For each participation as moderator/commentator in a conference - 1 point;

RC: on a scale of 0 to 100 points, the critical reflection made by the candidate about the contributions of the qualification obtained for the performance of the function for which they are applying [1st domain, critical thinking], with a maximum limit of 5000 characters for this dimension including spaces.

7.2 - Pedagogical Capacity of candidates (CP), which should be weighted:

- a) The coordination of pedagogical projects (CPP);
- b) Production of pedagogical material (MP);
- c) Teaching activity (AL);
- d) Experience as a trainer for each 18 hours of activity in the nursing area (EF);
- e) Supervision of curricular internships within the scope of a bachelor's or master's degree in

nursing (SE);

f) Professional practice in the area of nursing to enhance the candidate's experience (EP);

g) Critical reflection made by the candidate on the contributions of the pedagogical activities referred to in the previous items for the performance of the function they are applying (RC).

7.2.1 - The classification to be awarded in this criterion, which represents 45% of the final classification, for a maximum of 100 points, results from the application of the following formula $CP = (CPP + MP + AL + EF + SE + EP + RC) / 7$

The above parameters are assessed as follows:

CPP: on a scale of 0 to 100 points, the coordination and promotion of new pedagogical projects (e.g. development of new curricular unit programmes, creation and coordination of new courses or study programmes, etc.) or reform and improvement of already existing projects (e.g. reformulation of existing curricular unit programmes, participation in the reorganisation of existing courses or study programmes), as well as the implementation of projects with an impact on the teaching/learning process in the area for which the competition is open, in the last ten years, is valued under the following terms:

a) Coordinator of the group responsible for creating new degree courses - 15 points for each course;

b) Coordinator of a course/cycle of studies that confers an academic degree or that does not confer an academic degree - 10 points for each course;

c) Coordinator of the group responsible for creating new courses that do not confer academic degree - 7,5 points for each course;

d) Member of the group responsible for creating new courses conferring an academic degree - 10 points for each course;

e) Member of the group responsible for creating new courses that do not confer academic degree - 5 points each for each course;

f) Responsible for the development of curricular unit programmes in the scientific area of the competition - 5 points per unit;

g) Responsible for reformulating the programmes of existing curricular units - 3 points per unit.

Additional information: In the component CPP [coordination of pedagogical projects], each point will be double scored whenever candidates prove that it falls within the speciality area of medical-surgical nursing.

MP: on a scale of 0 to 100 points, the production of pedagogical material is valued, in terms of its quality and quantity, over the last ten years, in the area for which the competition is open and is valued under the following terms:

Pedagogical material (e.g. supporting text, videos, audiovisual material and computer support) developed by the candidate duly proven and validated by the competent Body - 12,5 points each.

Additional information: In the component MP [production of pedagogical material], each point will be double scored if candidates prove that it falls within the speciality area of medical-surgical nursing.

AL: on a scale of 0 to 100 points, the teaching activity through the teaching and coordination of curricular units, in the last 10 years, in the area for which the competition is open, is valued, and the valuation is done under the following terms:

a) Responsible for curricular units - 10 points for each unit;

b) Teaching of curricular unit (not responsible) - 5 points for each unit;

c) For each project, coordination with impact on the teaching/learning process - 5 points.

Additional information: In the AL [teaching activity] component, each point will be double scored whenever candidates prove that it falls within the specialist area of medical-surgical nursing.

EF: on a scale from 0 to 100 points, the experience as a trainer is valued for each 18 hours of activity in the last 10 years and is valued as follows:

Experience as a health trainer in training courses with a minimum of 18 hours - 10 points for each training.

SE: on a scale of 0 to 100 points, the supervision of curricular internships for undergraduate or master's degrees in the area for which the competition has been open in the last 10 years is valued, being the valuation made under the following terms:

Supervision in curricular units and per academic year of clinical teaching/internship - 5 points per unit.

EP: on a scale of 0 to 100 points, the duration and level of responsibility of functions performed in a health care environment are assessed and are valued as follows:

Functions performed in a health care environment - 5 points for each year.

Additional information: In component EP [professional practice in nursing, to valorise the candidate's experience], each point will be double scored whenever candidates prove that it falls within the speciality area of medical-surgical nursing.

RC: On a scale of 0 to 100 points, the candidate's critical reflection on the contributions of the pedagogical activities mentioned in the previous items, to the performance of the function for which they are applying [2nd domain, critical reflection], with a limit of 5000 characters without spaces.

7.3 - Other activities relevant to the mission of the Higher Education Institution that has been developed by the candidates (AR), in which they should be weighted:

a) Holding positions as directors and on management bodies and participating in bodies or structures (CD);

b) Participation in projects or activities of a practical nature, of extension to the community or scientific dissemination, within the area in which the competition is open (PP);

c) Critical reflection made by the candidate on the contributions of the activities mentioned in the previous items for the performance of the function they are applying (RC).

7.3.1 - The classification to be awarded in this criterion, which represents 10% of the final classification, for a maximum of 100 points, results from the application of the following formula $AR = (CD + PP + RC) / 3$

The above parameters are assessed as follows:

CD: on a scale of 0 to 100 points, the performance of management positions and in management bodies and the participation of informally constituted bodies or departments, commissions, among others, is valued - 10 points for each.

PP: on a scale of 0 to 100 points, participation in projects or activities of a practical nature or scientific dissemination within the speciality area of medical-surgical nursing and not included in previous sub-paragraphs - 10 points for each.

RC: on a scale of 0 to 100 points, the candidate's critical reflection on the contributions of the activities mentioned in the previous items, to the performance of the position for which they are applying [3rd domain, critical thinking], with a limit of 5000 characters without spaces.

7.4 - In the informed assessment, the Jury must also take into consideration the provisions of article 26 of Order no. 10990/2010, if the candidates are in the conditions referred to therein.

7.5 - The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula $CF = (0.45DTCP + 0.45CP + 0.10AR)$, considering approved, in absolute merit, the candidates who receive a final classification equal to or greater than 50 points and not approved the candidates who obtain a final classification lower than that score. All results will be rounded and presented to one decimal place.

7.6 - If the final classification is equal, the best overall score obtained in the criterion - Pedagogical capacity of candidates (CP) - will be considered. If there is equality, the best overall score obtained in the weighting factor - Teaching activity - teaching and coordination of curricular units (AL) will be considered. The maximum limits resulting from using the final classification formula will not be considered in applying these criteria.

8 - Public hearing: the Jury may determine the holding of public hearings, which will be attended under the terms of article 28, no. 4, of Dispatch no. 10990/2010. Should there be the need for public hearings, they will take place between the 20th and 70th day following the deadline for submission of applications, being all candidates informed, at least five days in advance, of the

date and place in which these public hearings will take place.

9 - Composition of the Jury:

President - José Carlos Gomes, Pro-President of the Polytechnic of Leiria, appointed under the terms of paragraph a), of no. 1 of article 23 of ECPDESP and paragraph a) of no. 1 of article 10 of Order no. 10990/2010.

Effective members:

Maria dos Anjos Coelho Rodrigues Dixe, Coordinating Professor - School of Health Sciences, Polytechnic of Leiria;

Helena Maria Guerreiro José, Coordinating Professor - School of Health of Universidade Atlântica;

Ana Maria Leitão Pinto da Fonseca, Specialist of recognised merit;

Maria Aurora Gonçalves Pereira, Coordinating Professor - School of Health, Polytechnic Institute of Viana do Castelo;

Idalina Delfina Gomes, Coordinating Professor - School of Nursing of Lisbon.

Alternate Members:

Célia Maria Gonçalves Simão De Oliveira, Coordinating Professor - Nursing School of Lisbon;

Isabel Maria Pinheiro Borges Moreira, Coordinating Professor - Nursing School of Coimbra.

10 - In compliance with paragraph h) of article 9 of the Portuguese Republic Constitution, the Public Administration, as an employer, actively promotes a policy of opportunity equality between men and women with regards to access to employment and professional progression, avoiding scrupulously any form of discrimination.

11 - This competition will also be advertised on BEP's (Public Employment Exchange) digital platform, on the Foundation for Science and Technology IP's website (in Portuguese and English), and on the Polytechnic of Leiria's website (in Portuguese and English), under the terms of article 29-B of the ECPDESP.

April, 22, 2022 - The President, Rui Filipe Pinto Pedrosa.