

## Curriculum Vitae

### Personal information

First name/ Surname **Vincenzo Giurlanda**

Address

Telephone Mobile

E-mail

Nationality Italian

Date of birth

Gender Male

### Work experience

Dates March 2023 - onward

Occupation or position held UniSR Operations Directorate

Main activities and current responsibilities Point of contact between the clinical research activities carried out at the IRCCS Ospedale San Raffaele and the offices involved in the process of authorising and conducting clinical trials: PI's, Legal Office, Clinical Trial Centre, Scientific Direction, Technical-Scientific Secretariats CE

Name and address of employer Università Vita-Salute San Raffaele

Type of business or sector Autonomous University

November 2021 – June 2022 and June 2023 - onward

Occupation or position held Head of the Technical Scientific Secretariat of CE IRCCS San Raffaele Hospital (Comitato Etico Territoriale Lombardia 1) according to regulations.

Main activities and current responsibilities Coordination and supervision of secretarial staff dedicated to the validation of studies/amendments/adverse events submitted to the attention of the Ethics Committee. Managing communications with the Ministry of Health and AIFA about clinical trial activities including updating the Ministry of Health Observatory and communications about therapeutic uses of medicines.

Managing referral entities to the secretariat and verifying that activities undertaken comply with current regulations.

Actively participate in the meetings of the Ethics Committee.

Name and address of employer Ospedale San Raffaele Milano

Type of business or sector Private Research Hospital

Dates November 2020 – March 2023

Occupation or position held	Administrative Associate - Legal Office
Main activities and current responsibilities	Opinions on research activities relating financial and regulatory aspects. Loan agreements, intra-group and extra-group scientific collaborations.
Name and address of employer	Università Vita-Salute San Raffaele
Type of business or sector	Autonomous University
Dates	November 2015 – October 2020
Occupation or position held	Contract Specialist – Clinical Research Office – Ospedale San Raffaele di Milano
Main activities and current responsibilities	<ul style="list-style-type: none"> <li>- Draw up, negotiation and finalization of agreements for both interventional and non interventional trials: site agreements, loan of equipment, contracts with different entities like pharmacy or hospital departments. Responsible for contracts between the Hospital and the Sponsors for any trial and between Hospital and other Italian sites for non profit studies.</li> <li>- Adaptation of Sponsor's budget to Hospital requirements for profit studies, budget negotiation and finalization</li> <li>- Liaising between Hospital, PIs (principal investigator) and Sponsors throughout study, including pre and post study phases, identifying and resolving potential legal and economic problems, verifying availability and need of equipment for the study as mentioned in agreement;</li> <li>- Deep knowledge of Italian requirements and law applicable to clinical trials (loan, insurance, payments).</li> </ul>
Name and address of employer	Ospedale San Raffaele Milano
Type of business or sector	Private Research Hospital
Dates	July 2009 – October 2015
Occupation or position held	Hospital's contract specialist and member of Ethic Committee Secretariat
Main activities and current responsibilities	<ul style="list-style-type: none"> <li>- Pre-selection of potential studies for presentation to Ethics Committees</li> <li>- Set-up requests of submission for clinical trials, evaluation of compliance with legislative decrees, regional references and ministerial decrees, identification of appropriate legal framework to particular requests.</li> <li>- Check, approval and validation of correct folder to submit EC; deep experience in regulatory submission and a good knowledge of applicable regional requirements.</li> <li>- Clear understanding of timelines and phases of the whole start up process, under both ethical and contractual aspects</li> <li>- Consultant for developing and maintaining contracting policies and procedures to comply with changes in laws, regulations and ordinances;</li> <li>- Involved in the development of the Hospital contract template, on the basis of the Regional template</li> <li>- Collaborator in various projects such as: <ul style="list-style-type: none"> <li>• "The sources of research funding: support the request for access to funds, administrative management and reporting"</li> <li>• "Program management and monitoring of clinical trials: the role of the secretariat of the Ethics Committees"</li> </ul> </li> </ul>
Name and address of employer	Fondazione IRCCS Policlinico San Matteo – Pavia
Type of business or sector	Public Research Hospital
<b>Education and training</b>	
Dates	08/06/2021
Principal subjects/occupational skills covered	Speaker: La costruzione del Budget negli Studi Clinici

Name and type of organisation providing education and training	Formafutura
Dates	21/06/2019
Principal subjects/occupational skills covered	GDPR e Studi Clinici: novità, pratiche.
Name and type of organisation providing education and training	Formafutura
Dates	17/11/2017
Principal subjects/occupational skills covered	Speaker: Topics nella gestione di uno studio clinico - Assicurazione e contratti
Name and type of organisation providing education and training	Gruppo Italiano Data Manager
Dates	14/10/2016
Principal subjects/occupational skills covered	Clinical Trials in Oncology: Italian and Lombardy Region as an example for the world
Name and type of organisation providing education and training	Regione Lombardia
Dates	09/06/2016
Principal subjects/occupational skills covered	English contract law
Name and type of organisation providing education and training	Bird & Bird, Milano
Dates	19/04/2016
Principal subjects/occupational skills covered	High specialization course / studies profit: all agreements
Name and type of organisation providing education and training	Forma Futura
Dates	24/03/2016
Principal subjects/occupational skills covered	GCP: how to ensure ethics and quality in clinical trials
Name and type of organisation providing education and training	Ospedale San Raffaele
Dates	14-15.05.2015
Principal subjects/occupational skills covered	High specialization course / studies no-profit: all agreements
Name and type of organisation providing education and training	FormaFutura
Dates	14.04.2015

Principal subjects/occupational skills covered	Study day "from Region to Europe from Europe to Region: the European regulation on clinical trials"
Name and type of organisation providing education and training	Palazzo Lombardia, Milan (Italy)
Dates	08.04.2014
Principal subjects/occupational skills covered	Study day "clinical trial as a tool to speed up patient access to innovative treatments and an opportunity for the economy"
Name and type of organisation providing education and training	Palazzo Lombardia, Milan (Italy)
Dates	15.04.2013
Principal subjects/occupational skills covered	Course "publication of administrative acts: the need for transparency and the protection of confidentiality"
Name and type of organisation providing education and training	Ospedale di Circolo and Fondazione Macchi, Varese (Italy)
Dates	15.10.2012
Principal subjects/occupational skills covered	Conference "Improving Scientific Research. From the bibliometric indicators to the public-private evaluation criteria "
Name and type of organisation providing education and training	Fondazione IRCCS Policlinico San Matteo, Pavia (Italy)
Dates	27.09.2012
Principal subjects/occupational skills covered	Educational event "validity and applicability of informed consent in critical situations. The new regulatory issues and future challenges".
Name and type of organisation providing education and training	Hospital Niguarda Ca' Granda Hospital in Milan (Italy)
Dates	19.09.2012
Principal subjects/occupational skills covered	Seminar "Principles of PK / PD applied in phase I studies"
Name and type of organisation providing education and training	Fondazione IRCCS Policlinico San Matteo, Pavia (Italy)
Dates	25.06.2012; 14.12.2011; 16.06.2011; 15.12.10; 16.12.2009; 21.06.2009
Principal subjects/occupational skills covered	Collaborator on technical committee for the definition of the development of the National Clinical Trials of Medicines (OsSC) "Project E-Submission"
Name and type of organisation providing education and training	Headquarters of AIFA, Rome (Italy)
Dates	2010 - 2015
Title of qualification awarded	

Principal subjects/occupational skills covered	Tutor on the project "Components Ethics Committee Meetings"				
Name and type of organisation providing education and training	Fondazione IRCCS Policlinico San Matteo, Pavia (Italy)				
Dates	06.07.2009				
Principal subjects/occupational skills covered	Conference "Biomedical sciences and law: a dialogue between disciplines, cultures and languages"				
Name and type of organisation providing education and training	Collegio Ghislieri, Pavia. (Italy)				
Dates	08.- 09.05.2009				
Principal subjects/occupational skills covered	Conference "Informed Consent in Clinical Trials"				
Name and type of organisation providing education and training	Collegio Ghislieri, Pavia. (Italy)				
Dates	2007 - 2009				
Principal subjects/occupational skills covered	Scholarship on "scientific documentation over the network in the organization of clinical trials"				
Name and type of organisation providing education and training	Fondazione IRCCS Policlinico San Matteo, Pavia (Italy)				
Dates	25.06. 2007 – 03.08.2007				
Title of qualification awarded	ESL course				
Name and type of organisation providing education and training	St. Charles Adult Education Centres, Hamilton, Ontario (USA)				
Dates	19.04.2007				
Title of qualification awarded	<b>Degree in law</b>				
Principal subjects/occupational skills covered	Italian law				
Name and type of organisation providing education and training	Università degli Studi di Pavia (Italy)				
<b>Personal skills and competences</b>					
Mother tongue(s)	<b>Italian</b>				
Other language(s)	<b>English</b>				
Self-assessment	<b>Understanding</b>		<b>Speaking</b>		<b>Writing</b>
<i>European level (*)</i>	Listening	Reading	Spoken interaction	Spoken production	

Independent user B1    Independent user B1    Independent user B1    Independent user B1

*(\*) Common European Framework of Reference for Languages*

**Skills** During my experience at the Scientific Secretariat of the Ethics Committee of the Fondazione San Matteo in Pavia, I have implemented and developed my social skills and team work with my colleagues, with the components of the Ethics Committee, with the investigators and the directors.

In San Raffaele Hospital, preparing and finalizing the contracts has developed my organizational skills, my ability to work independently and to successfully manage priorities. Budgetary work brought me to a clear understanding of financial terms including cash flow and revenue recognition.

**Computer skills and competences** Proficiency in all aspects of Microsoft Office, including Word, Excel, PowerPoint  
Good experience with implementation and development of databases: Certificate of Completion Microsoft Access 2016

**Driving licence** A and B

I authorize the treatment of my personal data in compliance with Art. 13 of the Legislative Decree 196/2003 and GDPR 679/16

Signature:



Date: 02/11/2023