

IIS-FJD WELCOME HANDBOOK



Updated on April 21st, 2026

WELCOME LETTER

On behalf of the Management of the Jiménez Díaz Health Research Institute Foundation (IIS-FJD), we would like to welcome you.

The general objective of IIS-FJD, in collaboration with the Autonomous University of Madrid (UAM), is to promote and foster research, scientific and technological knowledge, teaching, and training within the hospital environment. It encourages the creation of synergies and the development of integrated research capable of bringing together a significant number of outstanding biomedical researchers, overcoming the traditional barriers associated with different administrative and management structures.

More specifically, the objectives of IIS-FJD are:

- To promote high-quality biomedical research.
- To provide scientific, administrative, and financial management of biomedical research.
- To secure grants and financial support for research projects, human resources, and infrastructure.
- To establish collaboration agreements with universities, public and private institutions, and companies.
- To foster national and international visibility.
- To disseminate scientific knowledge and transfer research results to society.
- To support the professional development of all staff, including researchers, clinicians, and research support personnel.

IIS-FJD was created with a modern approach and its own legal identity, representing a unique opportunity enhanced by its high level of interdisciplinarity, which strengthens its translational research component. Furthermore, the incorporation of emerging researchers ensures the institution's long-term future.

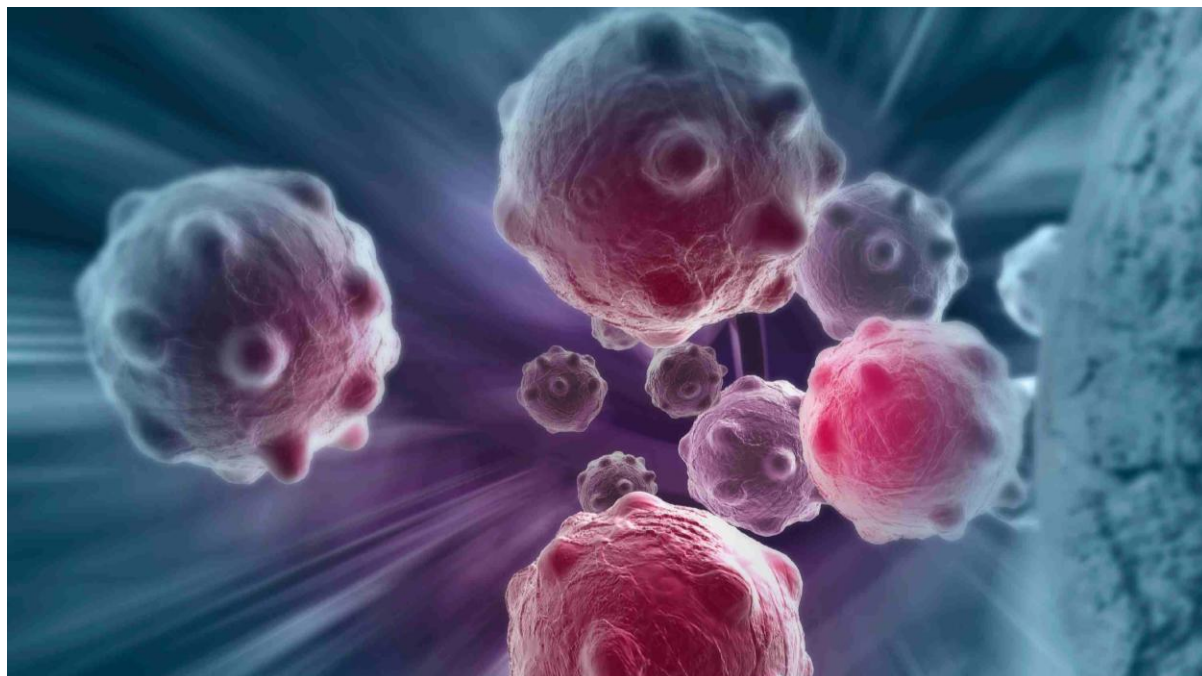
To maintain transparency and scientific integrity, our centre follows mandatory good research practice guidelines.

We hope that this information will be helpful throughout your professional development at IIS-FJD, and we wish you a successful and rewarding research career.

Please do not hesitate to contact us with any questions or suggestions.

Dr Carmen Ayuso García
Scientific Director

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FUNDACIÓN JIMÉNEZ DÍAZ HEALTH RESEARCH INSTITUTE

IIS-FJD is a multidisciplinary and translational biomedical research organization focused on basic, clinical, epidemiological, and health services research.

It is composed of clinical and basic research groups from the Fundación Jiménez Díaz University Hospital (HUFJD) and teaching and research staff from the Autonomous University of Madrid (UAM). It also includes researchers from its associated hospitals: Infanta Elena University Hospital (Valdemoro), Rey Juan Carlos University Hospital (Móstoles), General de Villalba University Hospital and the Centre for Energy, Environmental and Technological Research (CIEMAT).

Mission

To develop a scientific management and translational research environment focused on solving healthcare challenges within the Spanish National Health System and improving citizens' quality of life through proven quality and excellence, positioning IIS-FJD as a national and international reference centre.

To provide the knowledge required for the training of undergraduate, postgraduate, and specialized healthcare professionals in coordination with universities and leading educational institutions.

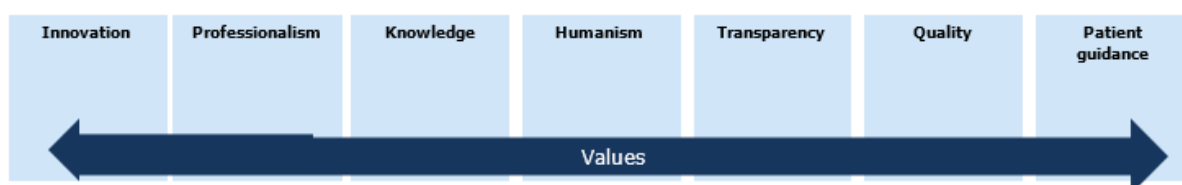
Vision

To be recognized as a reference centre and an organization of excellence by all stakeholders, including researchers, educators, patients, clients, healthcare professionals, and society. To be a scientific leader distinguished by service quality, efficient use of resources, advanced management systems, and organizational flexibility.

Values

Our values define the ethical framework and guiding principles of the institution.

- Patient-centered approach
- Quality
- Transparency
- Humanism
- Knowledge
- Professionalism
- Innovation



Member Institutions of the IIS-FJD

The IIS-FJD and UAM bring together a community comprising senior and early-career researchers, research support staff, and management and administrative personnel from each of its constituent institutions: Fundación Jiménez Díaz University Hospital (HUFJD) and the Autonomous University of Madrid (UAM), as well as researchers from Infanta Elena University Hospital (HUIE), Rey Juan Carlos University Hospital (HURJC), General de Villalba University Hospital (HUGV), and the Centre for Energy, Environmental and Technological Research (CIEMAT).



HUFJD

Avda. Reyes Católicos, 2. 28040 Madrid



UAM

Ciudad Universitaria de Cantoblanco. 28049 Madrid



HUIE

Avda. Reyes Católicos, 21.
28430 Valdemoro. Madrid



HURJC

C/ Gladiolo s/n. 28933 Móstoles. Madrid



HUGV

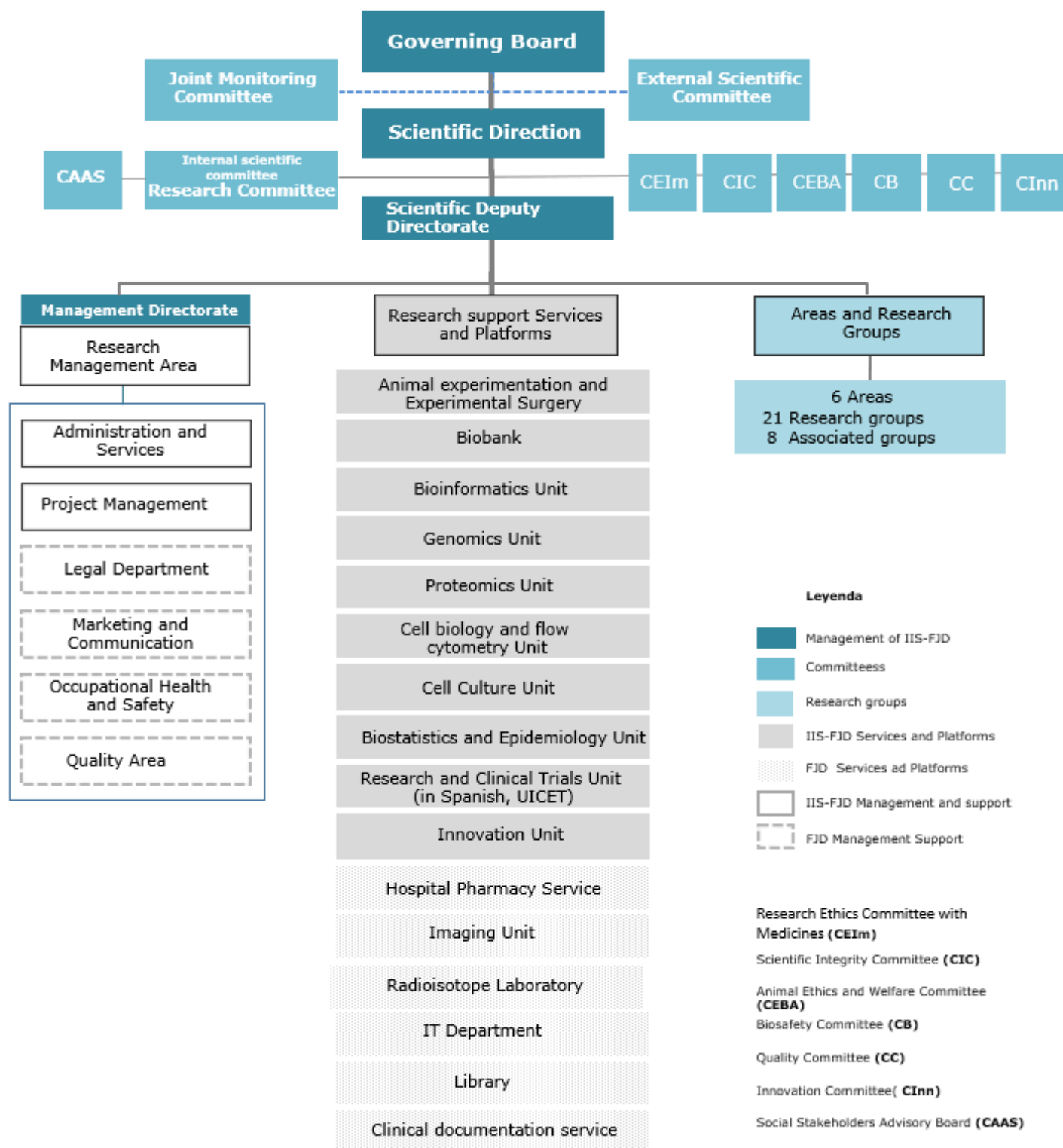
Carretera de Alpedrete a Moralarzal M-608
Km 41. 28400 Collado Villalba (Madrid)



CIEMAT

Avda. Complutense, 40. 28040 Madrid

ORGANIZATIONAL CHART



GOVERNING BODIES

Governing Board

The Governing Board is the management body responsible for representation, leadership, and administration of IIS-FJD.

[Link to the website](#)

SINGLE-PERSON DELEGATED BODIES

Scientific Directorate

The Scientific Director shall be the person appointed by the Governing Board, who is responsible for the scientific leadership of the IIS-FJD.

As the managing entity of the IIS-FJD, the Board of Trustees of the FIIS-FJD shall grant the powers and authority necessary for the performance of the duties entrusted to the professional appointed as Scientific Director.

Current Scientific Director: **Dr Carmen Ayuso García** Deputy medical director for research Fundación Jiménez Díaz (cayuso@fjd.es).

Scientific Deputy Director: **Dr Victoria del Pozo Abejón** (vpozo@fjd.es).

[Link to the website](#)

Management Directorate

The Managing Director shall be responsible for the administrative management of the IIS-FJD.

The Managing Director shall be appointed, removed from office and, where applicable, his or her resignation accepted by the Board of Trustees of the FIIS-FJD. As the managing entity of the IIS-FJD, the Board of Trustees of the FIIS-FJD shall grant the powers and authority necessary for the performance of the duties entrusted to the professional appointed to serve as Managing Director.

Current Management Director: **Alberto Montero Manso** (alberto.mmanso@quironsalud.es).

ADVISORY BODIES

Comité Científico Externo

The External Scientific Advisory Board is an advisory body of the IIS-FJD, whose main purpose is to safeguard the scientific quality of the Institute's activities and contribute to their continuous improvement.

It is composed of scientists and research managers of recognized scientific and professional standing in the fields of biomedical research and health sciences, encompassing both basic and clinical research.

[Link to the website](#)

Research Committee

Chair: **Carmen Ayuso García**, *Scientific Director of the IIS-FJD.*

Secretary: **María Victoria del Pozo Abejón**, *Deputy Scientific Director of the IIS-FJD..*

Recording secretary: **Ana Rubio Araiz**, *Assistant to the Scientific Director..*

COMMITTEE MEMBERS

Gloria Alvarez Llamas (Allergy and Immunology, HUFJD).

Enrique Baca García (Psychiatry and Mental Health. HUFJD; HURJC; HUIE; HUGV).

Juan Antonio Bueren Roncero (Advanced Therapies, CIEMAT).

Manuel Dómine Gómez (Medical Oncology. HUFJD).

Jaime Esteban Moreno (Microbiology. HUFJD).

Sergio Fernández Bravo (Infectious, Inflammatory and Chronic Diseases, HUFJD)

Carmen Garcés Segura (Lipid Disorders: Clinical and Experimental (Adult and Pediatric). HUFJD).

Mariano García Arranz (New Therapies Research. HUFJD).

Damián García Olmo (New Therapies Research. HUFJD; HURJC; HUIE; HUGV).

Carmen Gómez Guerrero (Nephrology and Hypertension, Vascular Pathology, and Diabetes. UAM).

Raquel Largo Carazo (Rheumatology and Bone Metabolism; Training. HUFJD).

Lucía Llanos Jiménez (*Clinical Research and Clinical Trials Unit; Quality. HUFJD*).

Ignacio Mahillo Fernández (Epidemiology and Biostatistics Unit. HUFJD).

María Dolores Martín Ríos (Preventive Medicine, Public Health and Primary Care, HUFJD; HURJC; HUIE; HUGV).

Alberto Ortiz Arduán (Nephrology and Hypertension, Vascular Pathology, and Diabetes; Innovation. HUFJD; HURJC; HUIE; HUGV).

Federico Gustavo Rojo Todo (Pathological Anatomy; Biobank. HUFJD).

José Antonio Rueda Camino (Medical and Surgical Innovation. HURJC)

Francisco Javier Ruiz Hornillos (Allergy and Immunology. HUIE).

Jessica Mire Santillán Coello (New Therapies Research. HUGV).

José María Serratosa Fernández (Neurology. HUFJD).

Sandra Zazo Hernández (Pathological Anatomy; Biobank. HUFJD).

INVITED COMMITTEE MEMBERS

Isabel Ferreiro Carrobes, *Conchita Rábago Foundation.*

Alberto Montero Manso, *Management Director, IIS-FJD.*

[Link to the website](#)

STRUCTURE OF AREAS AND GROUPS

THEMATIC AREAS	RESEARCH GROUPS
Cancer Coordinator: Federico Rojo Todo	Pathological Anatomy
	Medical Oncology
	Haematology
	Genetic Susceptibility to Rare and Complex Diseases
	Associated Groups
	General Surgery, Thoracic Surgery, Neurosurgery and Other Surgical Specialties
	Radiation Oncology
Infectious, Inflammatory and Chronic Diseases Coordinators: María Victoria del Pozo Abejón Raquel Largo Carazo	Allergy and Immunology
	Infectious Diseases and Tropical Medicine
	Microbiology
	Pneumology
	Rheumatology and Bone Metabolism
	Associated Groups
	Traumatology
Neurosciences Coordinators: José María Serratosa Fernández Enrique Baca García	Neurology
	Psychiatry and Mental Health
	Mitochondrial Calcium Signalling
CRM (Cardiovascular, Renal and Metabolic Diseases) Coordinators: Carmen Gómez Guerrero Alberto Ortiz Arduán Carmen Garcés Segura	Cardiology
	Nephrology and Hypertension, Vascular Pathology and Diabetes
	Lipid Disorders: Clinical and Experimental Research (Adults and Children)
	Associated Groups
	Cardiac and Vascular Surgery
	Urology
CROSS-CUTTING AREAS	RESEARCH GROUPS
Genetics and Epidemiology Coordinator: Carmen Ayuso García	Genetics and Genomics of Rare and Complex Diseases
	Associated Groups
	Preventive Medicine, Public Health and Primary Care
Healthcare Technology and Innovation Coordinator: Damián García Olmo	Innovation in Ophthalmology
	Development and Innovation in Medical Engineering
	New Therapies Research
	Advanced Therapies (CIEMAT)
	Regenerative Medicine and Tissue Bioengineering (CIEMAT-UC3M)
	Associated Groups
	UAM Nursing: Extracorporeal Circulation and Perfusion
	Medical and Surgical Innovation

RESEARCH MANAGEMENT AREA

IIS-FJD Management Director: **Alberto Montero Manso**.

Location: C/Maestro Ángel Llorca 6. Ground Floor B. Edificio Alto. 28003 Madrid.

Email: alberto.mmanso@fjd.es. Telephone extension: 2840.

Financial and economic unit:

Accounting and payment management:

Diego Villa Niella: diego.villa@iis-fjd.es. Telephone extension: 4493

Victor Manuel Mateos Blázquez: victor.mateos@iis-fjd.es

Cristina Álvarez Burbano: cristina.alvarezb@iis-fjd.es. Telephone extension: 4897

Purchasing and procurement:

Beata Ludmila Bem Czyzowska: beata.ben@iis-fjd.es

Olga Leidy Torrez Álvarez: olga.torrez@iis-fjd.es

María García Girona: maria.ggirona@iis-fjd.es

Email: pedidosiis@quironsalud.es. Telephone Extension: 3161

Human resources management unit (RRHH)

Yolanda Calvo Yelmo: yolanda.calvo@iis-fjd.es. Telephone extension: 3161.

Iris Cañamares Fernández: iris.canamares@iis-fjd.es. Telephone extension: 1994.

Email: rrhh.investigacion@quironsalud.es

Registry of research, support and management staff:

Email: pilar.peso@iis-fjd.es

Clinical research management unit

Ana Isabel Lopesino Badorrey: ana.lopesino@iis-fjd.es

María Florencia Spirito: florencia.spirito@iis-fjd.es

Cristina Blazquez Gómez: cristina.blazquezgom@iis-fjd.es

María Roperó Real: maria.rreal@iis-fjd.es

Andrea Nogueira Fonfría: andrea.nogueira@iis-fjd.es

Clinical trial billing

Gema Navarrete Segade: gnavarrete@quironsalud.es

José Carlos Sánchez Rodríguez: JCSanchezR@fjd.es

Carlos García González: carlos.garciagonza@iis-fjd.es

David Martínez Cuenca: david.mcuencia@iis-fjd.es

Leonor Ramos Terreros: leonor.ramos@iis-fjd.es

Narcisa de Jesús Crofford Torres: narcisa.crofford@iis-fjd.es

Sheila Belinchon Fernández: sheila.belinchon@iis-fjd.es

Administrative office of the research ethics committee with medicines (CEIm)

Nieves Martínez García: nmartinez@iis-fjd.es

Noemi Rodríguez Beas: noemi.rodriguezbeas@iis-fjd.es

Félix Sánchez- Valverde Ortega: felix.svalverde@iis-fjd.es

Tamara Oria Valero: tamara.oria@iis-fjd.es

Email: ceic@fjd.es. Telephone extension: 4492

Training and visiting scholars management unit

Pilar del Peso Hernández: pilar.peso@iis-fjd.es

Scientific production unit

María Ester Martín Aparicio: ester.martin@iis-fjd.es

Deputy to the scientific director

Ana Rubio Araiz: ana.rubioa@iis-fjd.es

[Link to the website](#)

Competitive projects unit: proyectos.investigac@iis-fjd.es**Calls and applications**

Oliver Ajo Villarraso: oliver.ajo@iis-fjd.es

Monitoring and financial reporting

Alexander Mayordomo Cervigón: alexandr.mayordomo@quironsalud.es

Jesús García Blas: jesus.garciab@iis-fjd.es

Beatriz Garrido Barranco: beatriz.gbarranco@iis-fjd.es

Carlos Repullo Matamala: carlos.repullo@iis-fjd.es

International

Lucía Castillo Regidor: lucia.castillor@iis-fjd.es

Victoria Shapkarina Rachiba: victoria.shapkarina@quironsalud.es

Non-competitive projects unit

Pilar del Peso Hernández: pilar.peso@iis-fjd.es

Innovation unit

Rafael Ceballos Martín: rafael.cmartin@iis-fjd.es

Email: innovacion.invest@iis-fjd.es

Alba Ruiz Vinuesa: alba.ruizvi@quironsalud.es

Quality unit

Lucía Jiménez Rodríguez: lucia.jrodriguez@quironsalud.es

[Link to the website](#)

DEPARTMENTS RELATED TO RESEARCH MANAGEMENT AT FUNDACIÓN JIMÉNEZ DÍAZ UNIVERSITY HOSPITAL

LEGAL DEPARTMENT

Responsible: **Esperanza Hernando Calvo**

Location: Mezzanine floor (Hall Aula Magna).

MARKETING AND COMMUNICATION

FJD Communications Director: **Eva Sacristán Romero**

Location: HUFJD 3rd floor, access via the Emergency Department Lobby

Email: eva.sacristan@quironsalud.es

OCCUPATIONAL HEALTH AND PREVENTION DEPARTMENT

Head of Department: **Stefanny Cristopher Martínez**

Nurse **Ms Cristina Maroto Abellán**

Location 5th floor, access via the Emergency Department Lobby. Extension: 3259 (appointments) – 2175 – 2176.

Email: saludlaboral.fjd@quironsalud.es

QUALITY AREA

Directora: **Dña. Bibiana Navarro Arqued**

Location: C/ Joaquín María López, 23, Ground Floor. 28015 Madrid

Email: bibiana.navarro@quironsalud.es

PEOPLE AND ORGANIZATION DEPARTMENT

Director: **Dña. Miriam Ortiz Criado**

Location: 5th Floor, access via the Emergency Department Lobby. Extension: 3280-3271.

Email: personas_fjd@fjd.es

EDUCATION DIRECTORATE

Director of Education and Head of Specialised Training: **Dr Leandro Soriano**.

Education Staff: Katia Salazar Cantos, Raquel García Martín

Location: Mezzanine floor (Hall Aula Magna). Extension: 3261.

Email: comidoc.hufjd@quironsalud.es

[Link to the website](#)

RESEARCH SUPPORT PLATFORMS AND UNITS



ANIMAL RESEARCH AND EXPERIMENTAL SURGERY UNIT

Head of service: **Carlos Castilla Reparaz**

Supervisor: **Carlos Carnero Guerrero**

Location: 6th Floor (Research Building). Telephone extension: 3321

Email: ccastilla@fjd.es , ccarnero@quironsalud.es

BIOBANK

Director: **Dr Federico Rojo Todo**

Coordinator: **Sandra Zazo Hernández**

Ubicación: Decentralized (node-based). Telephone extension: 2229

Email: szazo@fjd.es

BIOINFORMATICS UNIT

Coordinator: **Pablo A. Mínguez Paniagua**

U Location: 4th Floor, Bioinformatics Laboratory (Research Building). Telephone extension: 2124

Email: pablo.minguez@quironsalud.es

GENOMICS UNIT

Head of service: **Dr Carmen Ayuso**

Research support technicians: **Cristina Villaverde Montero / Borja González Martínez**

Location: 2nd Floor and 4th Floor Laboratories (Research Building). Telephone extension: 4872-73

Email: cvillaverde@fjd.es ; borja.gonzalez@iis-fjd.es

GENOMICS UNIT

Head of unit: **Dr Gloria Álvarez Llamas**

Location: 4th Floor, Immunology Laboratory (Research Building). Telephone extension: 2203

Email: galvarez@fjd.es

CELL BIOLOGY UNIT: CONFOCAL MICROSCOPY AND FLOW CYTOMETRY

Head of unit: **Dr Victoria del Pozo**

Head of Confocal Microscopy: **María del Mar González García-Parreño**

Research support technician: **Alba Sevillano Nava** (alba.sevillano@iis-fjd.es)

Location: 4th Floor (Research Building); Basement Level -1 (Private Patients Building).

Telephone extension: 3278 – 3866

Email: mmgonzalez@fjd.es

CELL CULTURE UNIT

Head of unit: **Dr Juan Antonio Bueren Roncero**

Location: CIEMAT (Centre for Energy, Environmental and Technological Research)

Email: juan.bueren@ciemat.es

BIostatISTICS AND EPIDEMIOLOGY UNIT

Head of unit: **Mr Ignacio Mahillo Fernández**

Location: 4th Floor (Research Building). Telephone extension: 2588

Collaborator: **Rafael Dal-Ré Saavedra**

Email: imahillo@fjd.es

UICEC- CLINICAL RESEARCH AND CLINICAL TRIALS UNIT

Head of unit: **Lucía Llanos Jiménez**

Coordinadora: **Ms Mireia Arcas Tomeo**

Clinical Research Nurse: **Iris Moreno Viera**

Location: 6th Floor (Private Patients Building). Telephone extension: 3245-3214

Email: lucia.llanos@fjd.es

HOSPITAL PHARMACY

Head of unit: **F. Javier Bécares Martínez**

Responsible: **Macarena Bonilla Porras**

Location: Basement Level -1 (Building No. 7). Telephone extension: 2154 – 4950

Email: jbecares@fjd.es

IMAGING UNIT

Head of unit: **Dr Fernando Ibáñez Carrillo**

Location: Ground Floor, Main IIS-FJD Building. Telephone extension: 3560

RADIOISOTOPE LABORATORY

Head of unit: **Dr Julio Valverde Morán**

RADIOISOTOPE LABORATORY: **María del Mar González García-Parreño**

Location: Basement Level -1, Private Patients Building. Telephone extension: 3866

Email: mmgonzalez@fjd.es

INFORMATION SYSTEMS AND TECHNOLOGY AREA

Director of Information Systems: **Pablo J. Ruiz Arcones**

User Support Centre (CAU): **111999**

LIBRARY SERVICE

Librarian: **Ms María García-Puente**

Staff: Fabiola Trivino Guiza

Location: 5th Floor (Research Building). Tel.: (+34) 675 14 3538

Email: biblioteca@quironsalud.es

CLINICAL DOCUMENTATION SERVICE:

Heads of department:

Catalina Martín Cleary

Email: cmartinc@fjd.es

Blanca Rodríguez Alonso

Email: blanca.ralonso@quironsalud.es

IIS-FJD FACILITIES:

Experimental Laboratories

Laboratory	Responsible	Location
Pathological Anatomy	Dr Federico Rojo Todo	8 th Floor (Buildings 3-4)
	Dr M ^a Socorro Rodríguez Pinilla Dr Juan Madoz	2 nd Floor (Building 1)
Infectious diseases	Dr Norma Rallón Afanador Dr José Miguel Benito Huete	Rey Juan Carlos University Hospital
Genetics and Genomics	Dr Carmen Ayuso García Dr Berta Almoguera Castillo Dr Almudena Ávila Fernández (IP) Dr Ana Laura Osorio Cabrero (IP)	2 nd Floor (Building 1)
	Dr Marta Cortón Pérez Dr Pablo Mínguez Paniagua	4 th Floor (Building 1)
Haematology	Dr Pilar Llamas Sillero Dr Ana del Rio (Miguel Servet) Dr Juana Serrano	4 th Floor (Building 1)
Immunology	Dr Gloria Álvarez Llamas Dr Javier Cuesta Herranz Dr Blanca Cádaba Olombrada Dr Victoria del Pozo Abejón Dr Vanesa Esteban Vázquez Dr Joaquín Sastre Domínguez Dr José Antonio Cañas Mañas (Miguel Servet) Dr Marta Martín Lorenzo (IP)	4 th Floor (Building 1)
Lipids	Dr Carmen Garcés Segura	4th Floor (Building 1)
Metabolism, Hormones and Nutrition	Dr Óscar Lorenzo González Dr Jorge Oller (IP) Dr Sebastián Mas Fontao (CO-IP)	Basement Level -1 (Building 6)
Microbiology	Dr Jaime Esteban Moreno Dr Ignacio Gadea Gironés Dr Meritxell de Jesús García Quintanilla (Miguel Servet)	Basement Level -1 (Building 6)
Nephrology	Dr Luis Miguel Blanco Colio Dr Jesús Egido de los Ríos Dr Beatriz Fernández Fernández Dr Carmen Gómez-Guerrero Dr Emilio González-Parra Dr José Luis Martín Ventura Dr Alberto Ortiz Arduán Dr Adrián Mario Ramos Cortassa Dr Marta Ruiz Ortega Dr María Dolores Sánchez Niño Dr Ana Belén Sanz Bartolomé	4 th Floor (Building 1)

	Dr María Vanessa Pérez Gómez (IP) Dr Sandra Rayego Mateos (IP) Dr Nerea Méndez Barbero (IP)	
Pneumology	Dr. María Jesús Rodríguez Nieto	Basement Level -1 (Building 6)
Neurology	Dr José María Serratosa Fernández Dr Marina Sánchez García	4 th Floor (Building 1)
Oncology	Dr Jesús García Foncillas Dr Manuel Dómine Gómez Dr Angela Lamarca (IP) Dr Arancha Cebrián (IP) Dr Javier Martínez Useros (IP)	Basement Level -1 (Building 6)
Oncology (Sarcomas)	Dr Javier Zenon Martín Broto	General de Villalba University Hospital
Rheumatology	Dr Gabriel Herrero Beaumont (emeritus) Dr Miguel Ángel González Gay Dr. Raquel Largo Carazo Dr Aránzazu Mediero Muñoz	4 th Floor (Building 1)
Cell Therapy	Dr Damián García del Olmo Dr Mariano García	4 th Floor (Building 1)

Common equipamient areas

Laboratory	Responsible	Location
Common Equipment Area 1	Alba Sevillano Nava	Basement Level -2 (Building 6)
Common Equipment Area 2	Dr Victoria del Pozo/Dr Raquel Largo	4 th Floor (Building 1)

Meeting room

Laboratory	Responsible	Location
Meeting room	Research management area	4th Floor (Building 1, Lifts 10–11)

The Research Meeting Room booking platform, available on the Quirónsalud Intranet (under Applications → Meeting rooms → 4th Floor Research Meeting Room), provides access to the reservation calendar and room availability:

<https://idcsalud.sharepoint.com/sites/inetfjd/sistemas/Lists/Sala%204%20Planta%20Investigacin/calendar.aspx>

To make a reservation, a request must be sent by email to the Research Management Area of the IIS-FJD (investigacion@quironsalud.es) including the following information:

- Full name of the applicant.
- Principal Investigator responsible for the meeting.
- Reservation date.
- Reservation time(s).
- Contact extension number/mobile phone number.
- Purpose of the meeting.

Reservations may also be made through the Intranet: [Reservas Aulas \(Interno\)](#). Research staff assigned to manage the facility will review the request and either approve or reject the reservation.

INTERNAL REGULATIONS FOR THE USE OF SHARED EQUIPMENT

PURPOSE AND DEFINITIONS

Article 1.- Purpose

The purpose of these regulations is to establish the procedures and conditions governing the provision of services by the IIS-FJD to all researchers and research groups belonging to the Institute, whether under a self-service or full-service arrangement.

Article 2.- Definition of user

A user is defined as any individual who makes use of the services provided by the IIS-FJD (under either a self-service or full-service arrangement), including IIS-FJD research groups as well as other users (collaborating groups and external users).).

Article 3.- User registration

Any person requesting a service for the first time, whether as the principal applicant or an authorized user, internal or external, and under either a self-service or full-service arrangement, must first register as a user. The registration request shall be addressed to the IIS-FJD Directorate and submitted to the IIS-FJD Administration Office. Submission of a user registration request implies acceptance of these regulations, as well as of the IIS-FJD Regulations.

Article 4.- Definition of self-service and full-service arrangements

Services in which users, following the appropriate authorization, personally use the IIS-FJD facilities and services or participate in part of the service provision are considered self-service arrangements. Where the service is carried out entirely by IIS-FJD technical staff, it shall be considered a full-service arrangement.

RÉGIMEN DE AUTOSERVICIO

Article 5.- Service request

Each request for services under the self-service arrangement shall be made through the corresponding service reservation system, which will be available to users in each IIS-FJD unit. The request must include the applicant's details, the equipment to be used, a description of the activity to be carried out and the associated risks, as well as any other information deemed necessary.

Article 6.- Use of equipment

Before using any equipment, the user must contact the technician responsible for that equipment.

The technician shall provide information on the conditions of use required to ensure the proper operation of the equipment.

The user shall be responsible for the appropriate handling of the reagents and materials used and shall undertake to use the equipment correctly, in accordance with the instructions provided by the responsible technician. The user shall also comply with the Standard Operating Procedures (SOPs) applicable to the equipment.

The user shall notify the technician responsible for the equipment of any malfunction, defect or irregularity detected. The user is required to comply with all personal protection and safety regulations established by the Unit for the use of each item of equipment.

If improper use of the equipment or handled materials is observed and such use may give rise to an incident, the IIS-FJD reserves the right to deny the user access to the facilities and revoke their authorization. Authorization may likewise be revoked in the event of non-compliance with any provision of these regulations.

The registered user shall be liable for any damage caused either by themselves or by an authorized user, as well as for any damage caused to the equipment, other facilities or third parties as a result of improper use of the equipment or a lack of awareness of the risks associated with the reagents or working materials used.

FULL-SERVICE ARRANGEMENT

Article 7.- Service request

Each request for services under the full-service arrangement shall be made through the corresponding service reservation system, which will be available to users in each IIS-FJD unit.

The request, which must be signed by the applicant, shall include the applicant's details, the equipment to be used, a description of the analysis and analytical method to be employed, the characteristics of the samples to be analysed, as well as any other information deemed necessary.

Authorization shall be notified to the applicant, indicating the maximum timeframe for completion of the service, the dates and times for access to the laboratory or the location where the equipment is installed, together with any specific conditions and information that may be required.

FEES

Equipment belonging to the IIS-FJD is available free of charge to research groups affiliated with the Institute. These groups shall only be responsible for covering the cost of consumable materials, which must be requested through the corresponding purchase requisition form, signed by the head of the research group.

INTERNAL OPERATING REGULATIONS

Upon joining the IIS-FJD, the Research Management Area will send the employee an email outlining the procedures to be completed:

- Contract signature.
- Completion of Form 145 (Personal Income Tax Withholding Form).
- Registration of fingerprint access.
- Collection of the identification badge.

This email will include the following documents as attachments: [Ethics Code](#), [Code of Good Research Practice](#) y el [Employee Portal User Manual](#).

Through the **ServiceDesk** tool, the supervisor of the employee shall notify the creation, modification or deactivation of the user's account. The supervisor may also request access to any software applications required by the user. Urgent Incidents: 900 701 161 or Extension: 111999.

Through the [Whistleblowing Channel](#) any employee may report to the FIIS-FJD any information or suspicion regarding unlawful or improper conduct that is contrary to the legal framework, applicable regulations, ethical principles, or internal policies.

The [Equality Plan](#) of the Institute can also be consulted through the IIS-FJD website.

Employee portal

Following onboarding, employees will be assigned a corporate email address and login credentials for the [Employee Portal](#), through which they will be able to manage, among other things:

- **Working time recording:** Working hours must be recorded through the “aTurnos” application, available via the Employee Portal, both at the start and at the end of each working day.
- **Requests for leave, annual vacation and other absences:** Requests must be submitted through the Employee Portal. Approval or rejection of the request will be communicated to the employee by email.
- **Access to payslips**



Training

The IIS-FJD has an Annual Training Plan aimed at enhancing and expanding general scientific knowledge and strengthening expertise in the priority research areas addressing clinical challenges. The plan is intended for all members of the Research Institute. This plan forms part of the actions defined in the IIS-FJD Strategic Plan 2024–2028, within the strategic objective “KNOWLEDGE”, whose purpose is to promote a culture of Research, Development and Innovation (R&D&I) through dissemination activities targeted at both the scientific

This objective is implemented through the following specific objectives:

- The continuous acquisition of scientific knowledge, skills, competencies and capabilities by all IIS-FJD professionals, both clinical and non-clinical, according to their role and level of responsibility, to support the high-quality development of the priority research lines and areas defined in the Scientific Plan.
- The provision of theoretical, practical and methodological training to ensure the appropriate use of biotechnological and bioinformatics resources, as well as mastery of the techniques required for conducting research.
- Training in research ethics and professional conduct to ensure that scientific activities are carried out in accordance with good research practices.
- The promotion of interaction between clinical and basic scientists through the creation of a scientific community of practice, serving as the foundation for translational research.

The IIS-FJD website provides access to both the Training Plan and the calendar of scheduled training activities.

< Abril 2026 >						
Lun	Mar	Mié	Jue	Vie	Sáb	Dom
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Abril 2026

9 de abril de 2026

Jornadas de Innovación tecnológica en Neurorehabilitación

Aula Magna, Hospital Universitario Fundación Jiménez Díaz

10 de abril de 2026

Jornada de Bienvenida a Nuevos Investigadores

Aula Magna, Hospital Universitario Fundación Jiménez Díaz

14 de abril de 2026

Sistema Interno de Información. Canal de Denuncias del IISFJD

Aula Magna, Hospital Universitario Fundación Jiménez Díaz

21 de abril de 2026

Charlas divulgativas dirigidas a centros educativos de secundaria y bachillerato

IES Jorge Guillén (Torrox, Málaga)

21 de abril de 2026

VIII REUNIÓN ANUAL DEL ÁREA DE ENFERMEDADES INFECCIOSAS, INFLAMATORIAS Y CRÓNICAS DEL IIS-FJD

Aula Severo Ochoa, Hospital Universitario Fundación Jiménez Díaz

22 de abril de 2026

Charlas divulgativas dirigidas a centros educativos de secundaria y bachillerato

IES Gran Capitán

23 de abril de 2026

I Jornada para pacientes con enfermedad de Parkinson (Día Mundial del Parkinson)

Hospital Universitario Fundación Jiménez Díaz

Del 28 de abril de 2026 al 29 de abril de 2026

Seminario formativo: Regulación del uso de datos en contextos de investigación biomédica

Internal communication

The internal communication channels through which updates, announcements and operational information are disseminated to all personnel affiliated with the IIS-FJD are:

- **IIS-FJD Website**: Includes all content of interest to the IIS-FJD community.
- **Email distribution list**: To be included in the researchers' mailing list, the Head of the Research Group must notify the Research Management Area (investigacion@quironsalud.es). Email communications are used to disseminate calls for proposals, workshops, events, news...
- **SharePoint tool**: An information platform that provides researchers with the information distributed by the Research Management Area, while also serving as a communication and networking tool for Institute personnel. The platform includes several sections displaying: upcoming events, lists of funding calls and application deadlines, availability of the 4th Floor Research Meeting Room, additional information and resources of interest to IIS-FJD staff...

Documentation

In the Corporate Information section of the [IIS-FJD website](#) important documentation relating to the operation and governance of the Institute can be consulted, including:

Cooperative Scientific Project	Tutoring Plan	Innovation Plan
Integration plan	Communication Plan	Annual Report
Strategic Plan	Code of Good Research Practices	Equality and gender perspective plan
Standards and Procedures	Quality and Improvement Plan	Agreements and Contracts
Open Science	Welcome Dossier	

OCCUPATIONAL HEALTH AND PREVENTION

SICK LEAVE DUE TO A WORK-RELATED ACCIDENT

An accident is considered a work-related accident if it occurs while carrying out work duties or because of work activities, or during the commute to or from the workplace (commuting accident / *in itinere*).

What should you do in the event of a work-related accident?

If you are at IIS-FJD facilities:

1. Inform your immediate supervisor.
2. Go to the Human Resources Department (HR) so that they can contact the Occupational Accident Insurance Provider (currently Fremap).

Red de Centros

- **TORREJÓN DE ARDOZ** Avda. Cristóbal Colón, 22
Tel.: 91 676 40 15
- **TRES CANTOS** Ronda de Poniente, 18
Tel.: 91 806 13 56

Urgencias 24 horas

- **MAJADAHONDA** Hospital
Carretera de Pozuelo, 61 - Tel.: 91 626 56 80
- **MADRID** Centro asistencial
C/ Poeta Joan Maragall, 39- Tel.: 91 572 60 00



www.fremap.es

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FREMAP

Red de Centros		Red de Centros	
• ALCALÁ DE HENARES	C/ Colmenar de Oreja, 20 Tel: 918 88 18 85	• MADRID	Avda. Pablo Iglesias, 36-40 Tel: 91 456 14 50
• ALCOBENDAS	C/ Jaén (esq. Avda de Madrid) Tel: 91 654 87 00		Ronda de Valencia, 8 Tel: 91 506 49 70
• ALCORCÓN	Avda. Olímpico Francisco Fernández Ochoa, 18 Tel: 91 644 91 25		C/ General Ricardos, 138 Tel: 91 225 78 00
• ARGANDA DEL REY	Avda. Derechos Humanos, 8 Tel: 91 871 06 53		C/ Poeta Joan Maragall, 39 Tel: 91 5 72 60 00
• COLLADO VILLALBA	C/ Honorio Lozano, 43 Tel: 91 849 74 30		Avda. De Aragón, 334 (P.I. Las Mercedes, Ed. América) Tel: 91 746 15 40
• FUENLABRADA	C/ Constitución, 98 Tel: 91 690 53 78	• MAJADAHONDA	C/ Bueso Pineda, 59 Tel: 91 716 11 50
• GETAFE	C/ Tres Carabelas, 4 Sector III Tel: 91 696 84 13	• MÓSTOLES	Carretera de Pozuelo, 61 Tel: 91 626 58 63
• HUMANES DE MADRID	C/ Islas Cies, 15 Tel: 91 492 02 12	• PARLA	Calle E, 5 (P.I. Arroyo Molinos) Tel: 91 698 87 66
• LEGANÉS	C/ Julio Palacios, 18. (P.I. Ntra. Sra. De Butarque) Tel: 91 686 53 89	• PINTO	Avda. de América (Esq. C/ Turin) Tel: 91 698 72 00
		• RIJAS URCIAMADRID	C/ Manuel Jiménez El Alguacil, 3-4 Tel: 91 698 72 00
		• SAN SEBASTIÁN DE LOS REYES	C/Electrodo nº 68 Tel: 914991761
			Avda. Pirineos, 27, nave 5 Tel: 91 659 31 36

OCCUPATIONAL HEALTH AND PREVENTION

Occupational Health Medical Examinations and Consultations. If you are joining the IIS-FJD for the first time, you must schedule an appointment with the Occupational Health and Prevention Service to undergo an Initial Occupational Health Examination, Access via the Emergency Department Lobby, 5th Floor, extension 3259. (Appointments should preferably be requested Monday to Friday, between 08:00 and 09:00.).

Subsequently, you will be scheduled for Periodic Occupational Health Examinations, depending on the risks associated with your position and other health-related circumstances.

Information regarding Occupational Risks and Preventive Measures is available on the FJD Intranet:: <http://inetfjd/saludlaboralyprevencion/default.aspx>

EMERGENCY PLAN

EMERGENCY PLAN

The IIS-FJD shares its facilities with the Fundación Jiménez Díaz (FJD). Therefore, to ensure an effective evacuation of the premises in the event of an emergency, evacuation procedures are common to both institutions.

Emergency Reporting and Activation of the Emergency Protocol

In the event of a fire alarm, the **internal extension 112 must** be called from a landline telephone. This number is specifically designated for reporting fire emergencies, thereby triggering the corresponding emergency response protocol.

Alternatively, an alarm situation may be reported by activating one of the alarm call points located throughout the hospital.

GENERAL EVACUATION RULES:

1. Remove any obstacles from doors and evacuation routes.
2. Switch off all electrical equipment.
3. Close doors and windows after passing through them, ensuring that no one remains inside the area.
4. In the event of a bomb threat, leave doors and windows open.
5. Assist any persons with disabilities in your area during the evacuation.
6. Do not delay your evacuation by collecting personal belongings.
7. Remain calm at all times (control any nervous reactions), do not shout and, above all, do not run, as a fall could block evacuation routes and cause congestion or additional falls with serious consequences.
8. When using stairways, keep to the outer side of the stairs to facilitate access for the Emergency Response Teams.
9. Do not use lifts.
10. During the evacuation, do not turn back to look for other people, as this may hinder the evacuation of others.
11. If there is heavy smoke, move in a crouched position and cover your nose and mouth with a handkerchief or another piece of clothing.
12. If your clothing catches fire, drop to the ground and roll. Do not run, as running will intensify the flames.
13. Once you have left the building through the nearest EMERGENCY EXIT (**Plaza de Cristo Rey, Avda. Reyes Católicos, the Research Building entrance, or the Private Patients Building entrance**), proceed to the Assembly Point located opposite the corresponding exit so that any missing persons can be identified. Do not leave the assembly area until instructed to do so. Await further instructions..

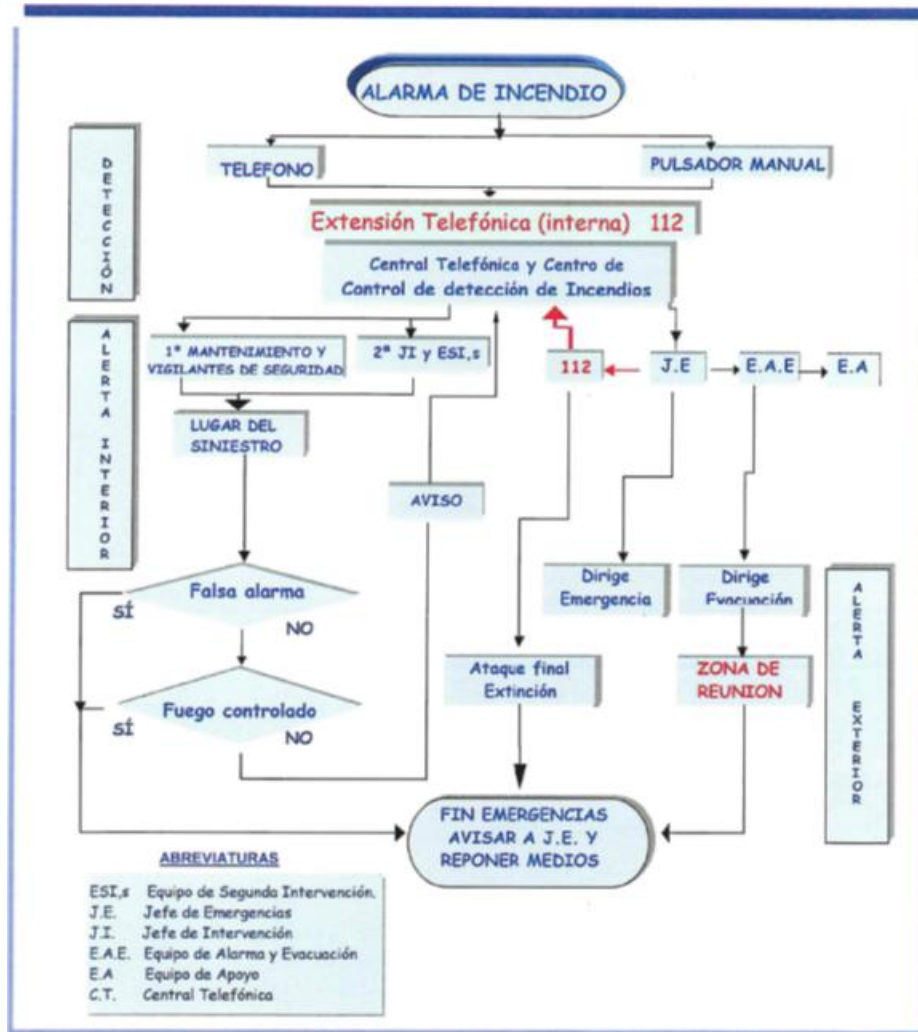
14. If, for any reason, you are unable to reach a safe area, you must communicate your situation immediately:

If possible, contact the Telephone Switchboard (**Extension: 112**), which will be responsible for reporting your location and situation.

If this is not possible, attract attention through the windows.

The following flowchart summarizes the procedure to be followed in the event of an emergency:

INTERNAL EMERGENCY RESPONSE IN THE EVENT OF A FIRE ALARM



BIOLOGICAL AND CHEMICAL RISKS

Biological Risk

Biological risk is defined as the risk arising from occupational exposure to microorganisms that may cause harm to workers. These microorganisms can generally be transmitted through the air, blood, and other bodily fluids.

In laboratory settings, biological risk is one of the leading causes of occupational accidents among personnel handling contaminated or potentially contaminated samples.

To prevent and/or minimize exposure to pathogenic biological agents, it is mandatory to:
Comply with the established biosafety measures.

Use appropriate barrier protection measures, including work equipment such as laminar flow cabinets and personal protective equipment (PPE) (gloves, respiratory protection masks, safety glasses, etc.), designed to prevent contact of the skin or mucous membranes with blood or other biological fluids.

Receive vaccination against the most common vaccine-preventable diseases, such as Hepatitis B, Tetanus, and others as appropriate.

Wash hands immediately before and after performing any procedure or after contact with blood or bodily fluids.

Dispose of all generated biohazardous waste in the designated containers, taking particular care when handling sharps and cutting instruments.

Chemical Risk

The presence of chemical substances in the laboratory poses risks to safety (oxidizing, flammable and explosive substances), health (toxic, harmful, irritant and sensitizing substances), and the environment. Chemical risk is defined as any risk arising from uncontrolled exposure to chemical agents.

Each laboratory has a chemical products manager responsible for overseeing the storage of chemical substances, maintaining an up-to-date inventory, ensuring proper product documentation (including labelling and Safety Data Sheets), and monitoring the correct segregation of the waste generated.

Before using any chemical product, its label and Safety Data Sheet must be reviewed. Users must ensure that the appropriate work equipment, personal protective equipment and safety conditions are in place for its safe use, including the actions and resources required to deal with accidental spills.

Hazardous Chemical Compatibility Chart

					
	+	-	-	-	+
	-	+	-	-	-
	-	-	+	-	+
	-	-	-	+	O
	+	-	+	O	+
+ May be stored together. O May only be stored together if specific preventative measures are taken. - Must not be stored together.					

WASTE MANAGEMENT

Waste management

Chemical waste is classified according to its physical state as either solid or liquid waste and, within these categories, according to its chemical nature. Each waste category has its own specific container, clearly identified with the corresponding label, such as: "halogenated liquids", "non-halogenated liquids", etc.

CLASSIFICATION AND COLLECTION OF HEALTHCARE WASTE

Municipal Solid Waste (Class I: MSW, in Spanish RSU)

"Waste with no specific contamination that does not pose an infection risk either inside or outside healthcare facilities".

Generated in: Reception, Administration, Storage Areas, Cafeteria, Dining Areas, etc.:

Paper, cardboard, metals, glass, gardening waste, furniture, and municipal or urban waste.



USE GREEN BAGS

Healthcare Waste Comparable to Municipal Waste (Class II: HCWM, in Spanish RBAU)

Waste generated by non-infectious patients and not included in Group III.

Includes ALL HEALTHCARE WASTE, such as dialysis filters, tubing, catheters, gauze, gloves and other disposable materials, empty blood bags, absorbent pads, and any material that has come into contact with biological fluids THAT DOES NOT BELONG to the category described in the following section (Class III: Specific Biohazardous Waste)



USE GREEN BAGS

Specific or Special Biohazardous Waste (Class III: SBW, in Spanish RBE)

Specific or Special Biohazardous Waste (Class III: SBW).

- Sharps and cutting waste: needles, scalpels, lancets, capillary tubes, microscope slides and coverslips, Pasteur pipettes, and similar items.
- Cultures and stocks of infectious agents generated during analytical or experimental activities involving microbiological agents, such as Petri dishes, blood culture bottles, contaminated instruments, live or attenuated vaccines, etc.
- Significant quantities (more than 100 mL) of bodily fluids, especially human blood.

Anatomical Waste (Class IV)

Waste consisting of identifiable anatomical material resulting from abortions, amputations, or surgical procedures. This category includes: whole organs, Bones and bone remain, anatomical remains containing bone or parts of



USE 1.5 L AND 10 L
CONTAINERS (Red
Lid)
AND 30 L AND 60 L
BLACK CONTAINERS

bone. Dental specimens are excluded from this category. Such waste must be disposed of by burial or cremation.

(with Black Bag).

Cytotoxic Waste (Class VI: CYT, in Spanish CTX)

Waste consisting of cytotoxic drug residues and all materials that have come into contact with them, which pose carcinogenic, mutagenic, or teratogenic risks both within and outside the healthcare facility.



USE 30 L AND 60 L
BLUE CONTAINERS
WITH YELLOW LIDS

Chemical Waste (C.W.)

Waste classified as hazardous due to its chemical contamination in accordance with applicable legislation: Royal Decree 833/1988 and Ministerial Order MAM/304/2002.

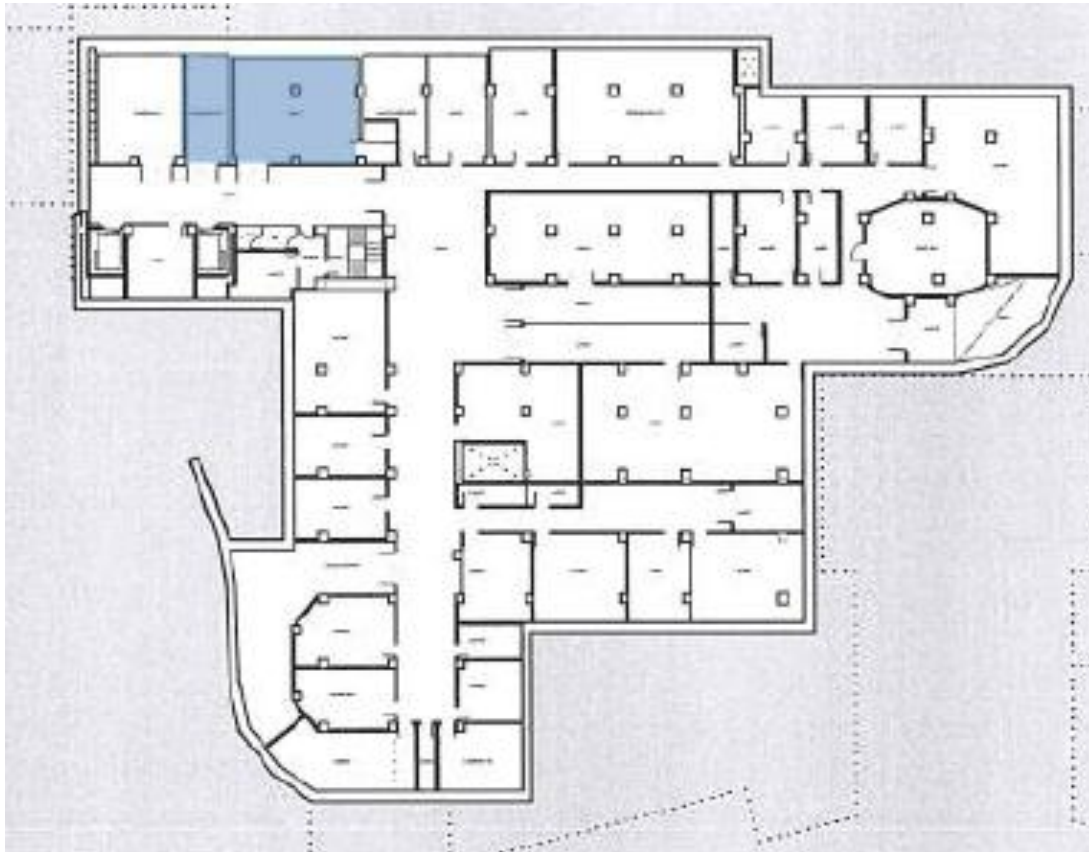
The most common examples include: Hydrochloric acid Chemical developers (hydroquinone, potassium sulfite, sodium sulfite and potassium carbonate) Mercury chloride Chromogen (3,3' -diaminobenzidine tetrahydrochloride), Ethanol, Xylene, Formaldehyde



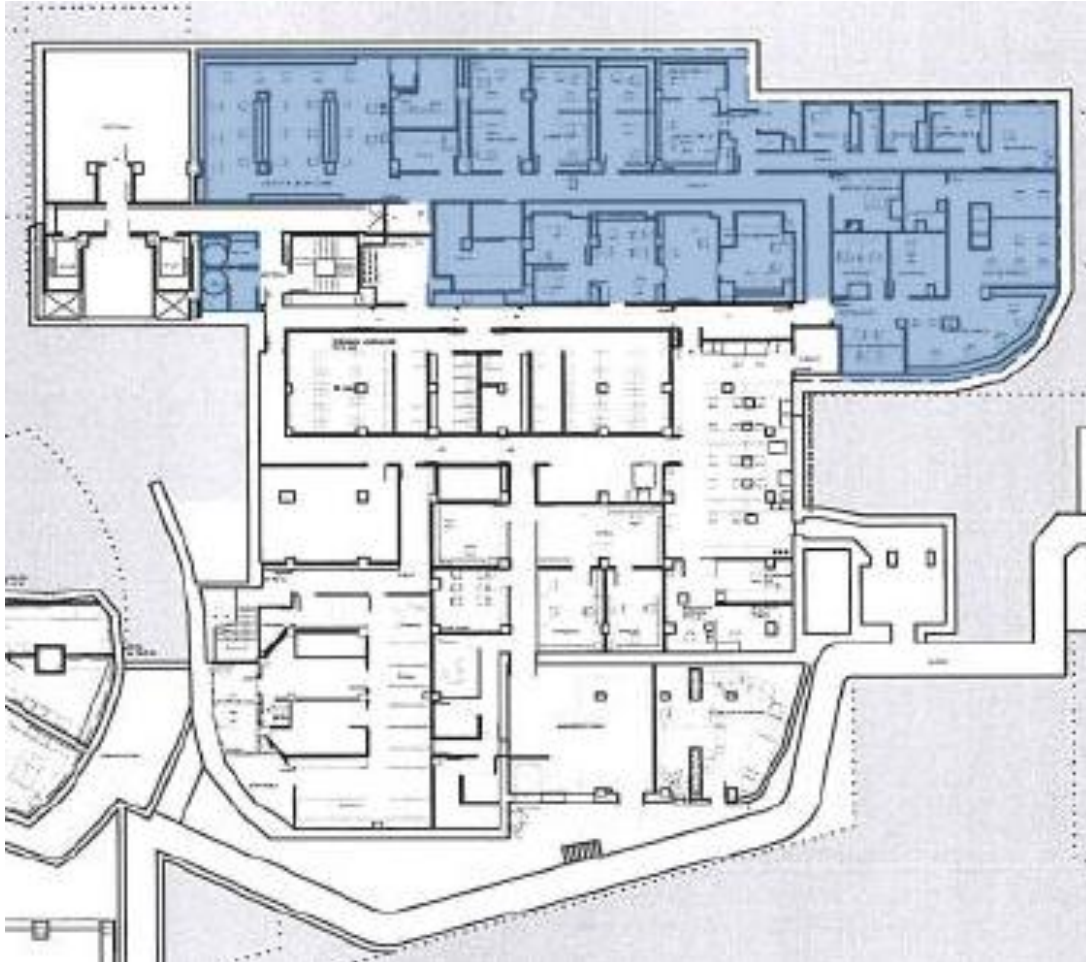
USE RED
CONTAINERS OF 30 L
OR 60 L WITH BLACK
LIDS AND 25 L
CARBOYS.

HUFJD FACILITY MAPS

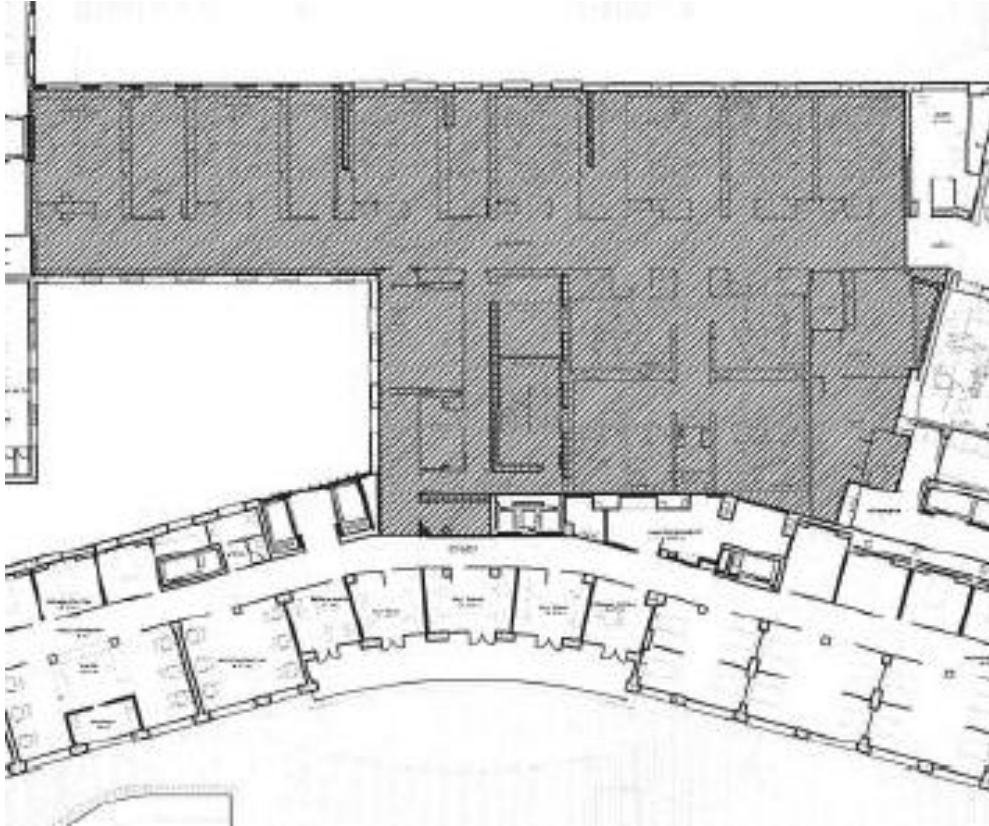
Basement Level -3:



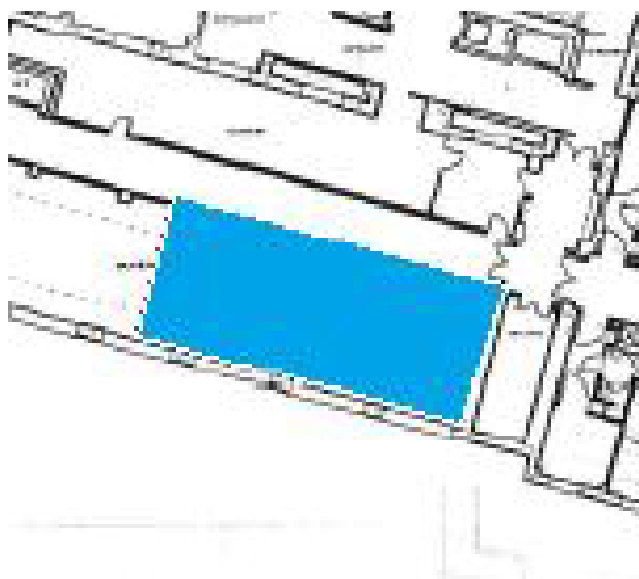
Basement Level -2: Laboratories



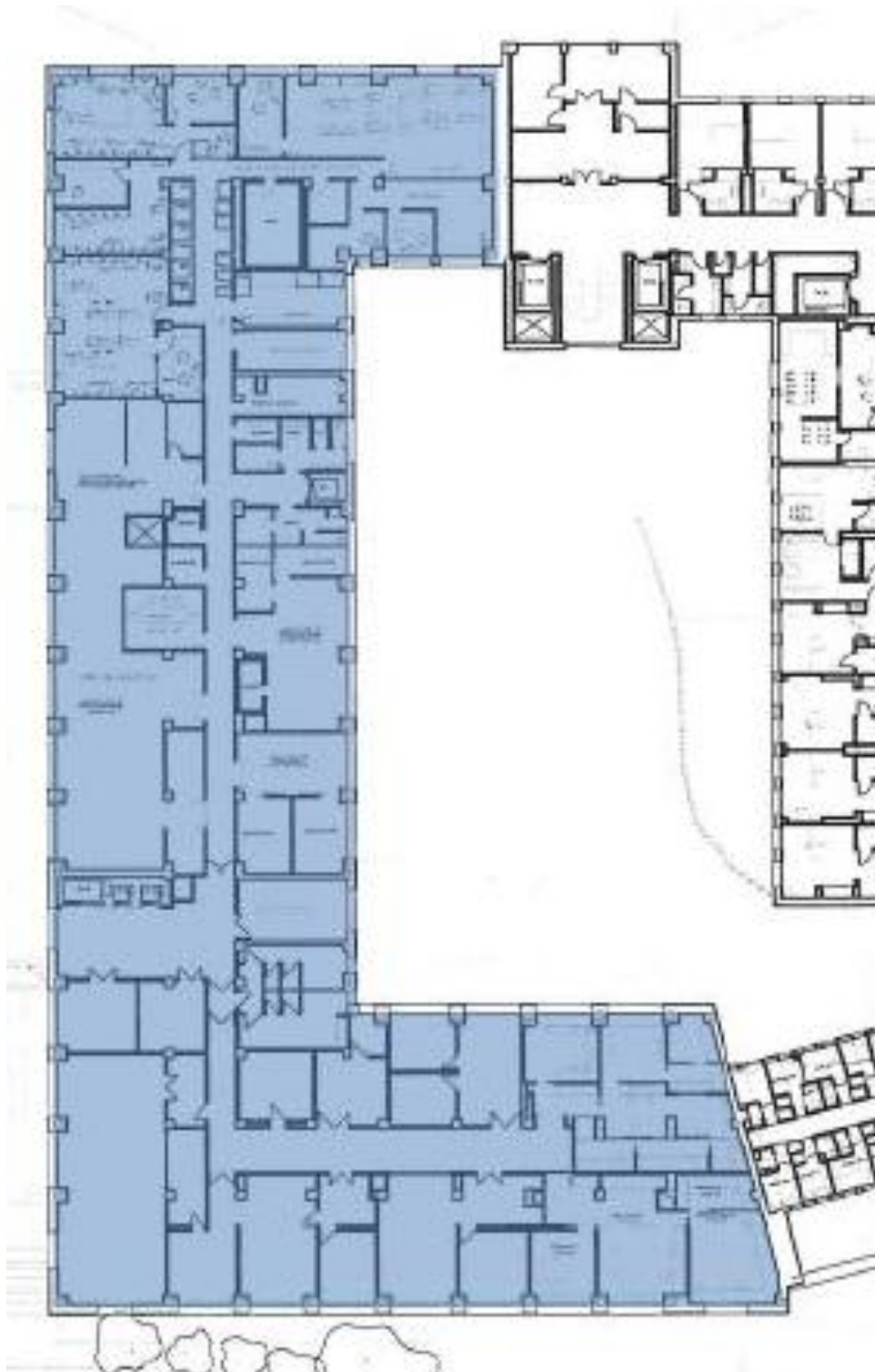
Second floor: Research laboratories



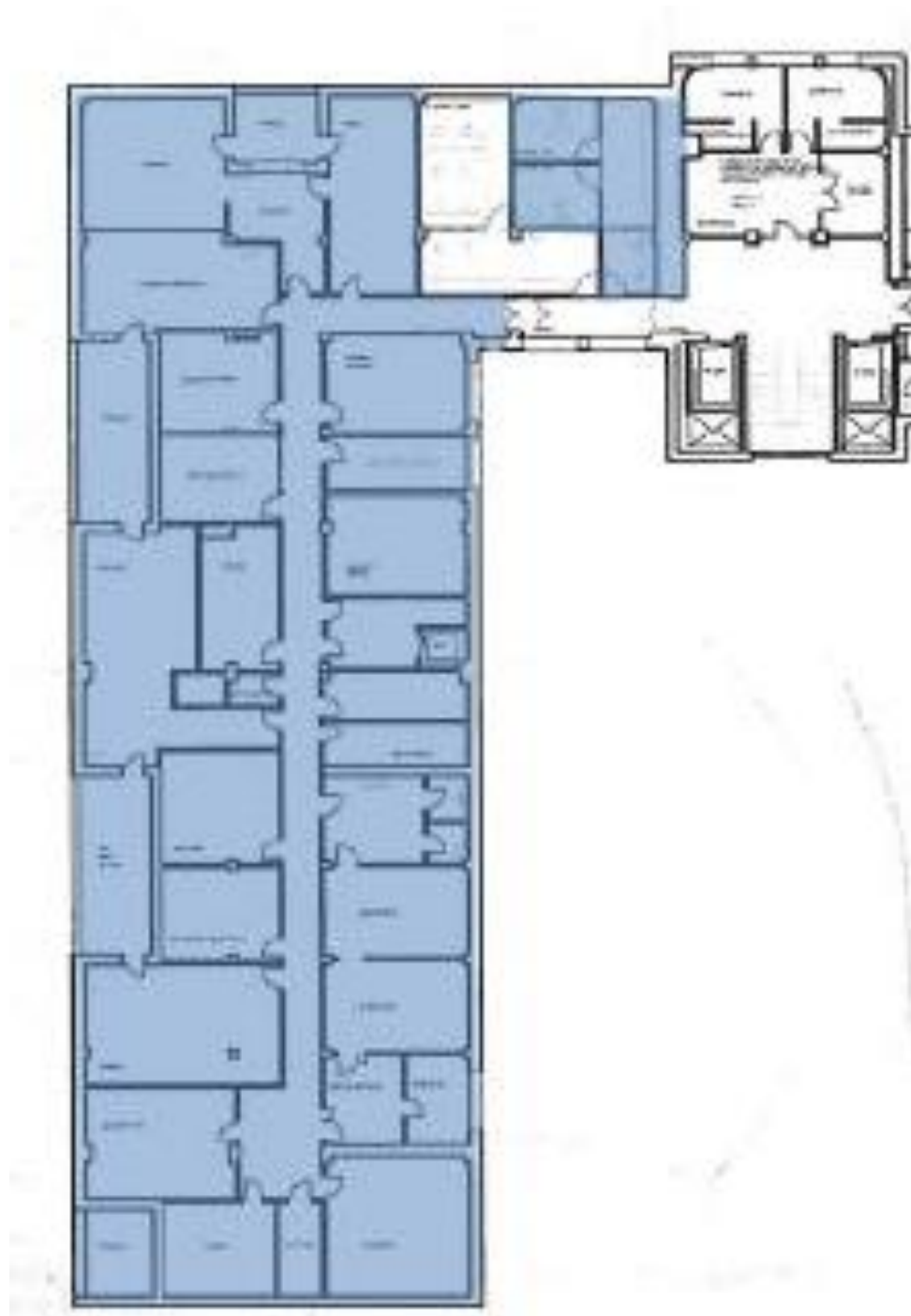
Third floor:



Fourth floor: Research laboratories



Sixth floor: Animal Facility

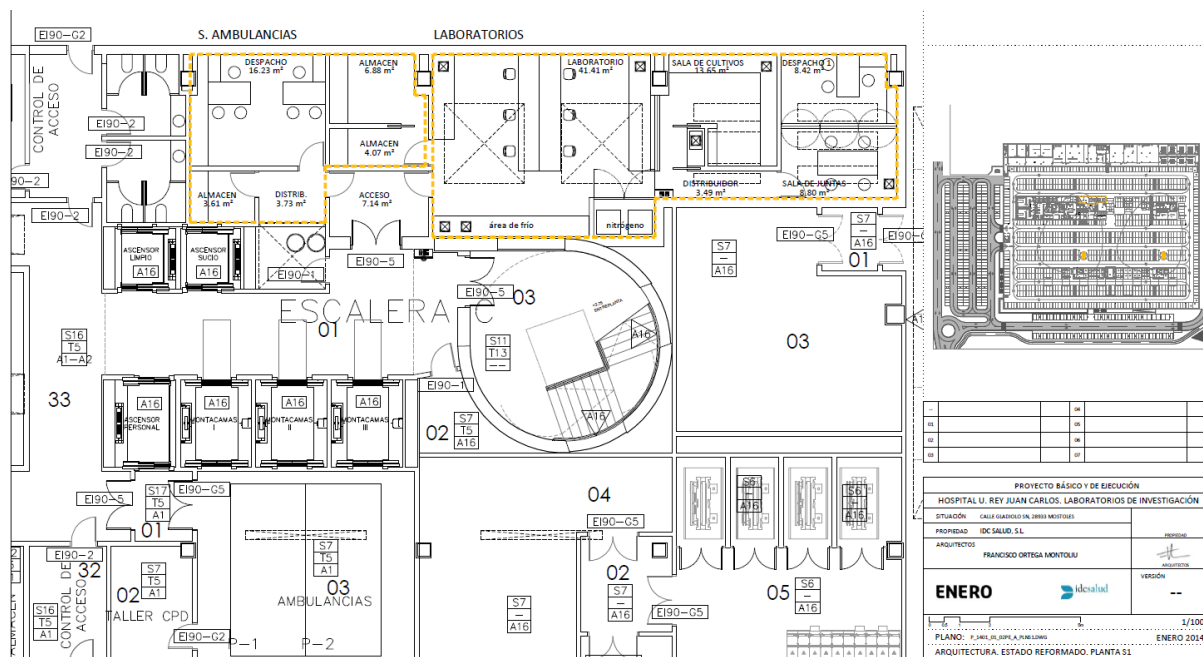


Eighth floor: Pathological Anatomy

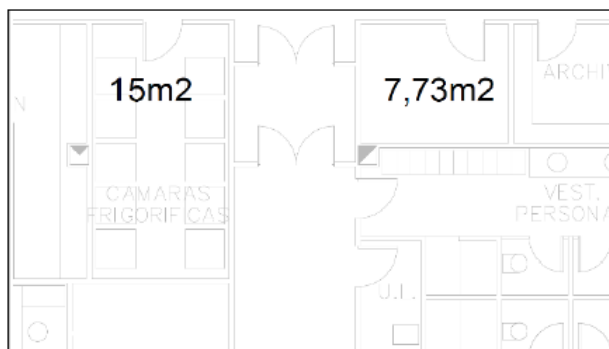
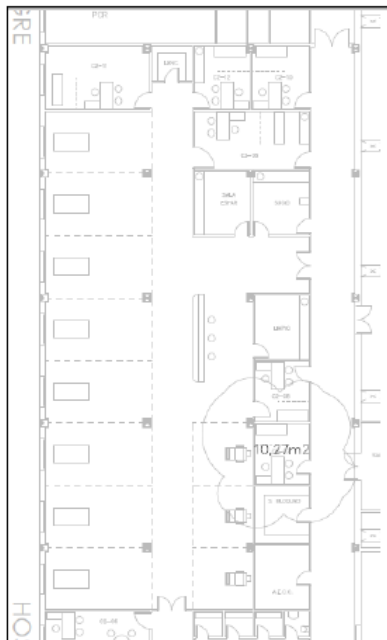
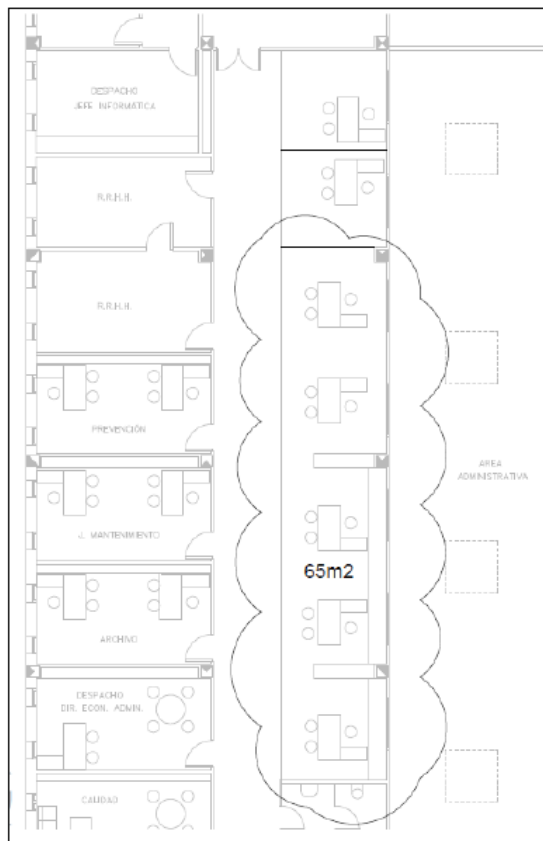


HURJC FACILITY MAPS

Basement Level -1: HIV and Hepatitis C Laboratory

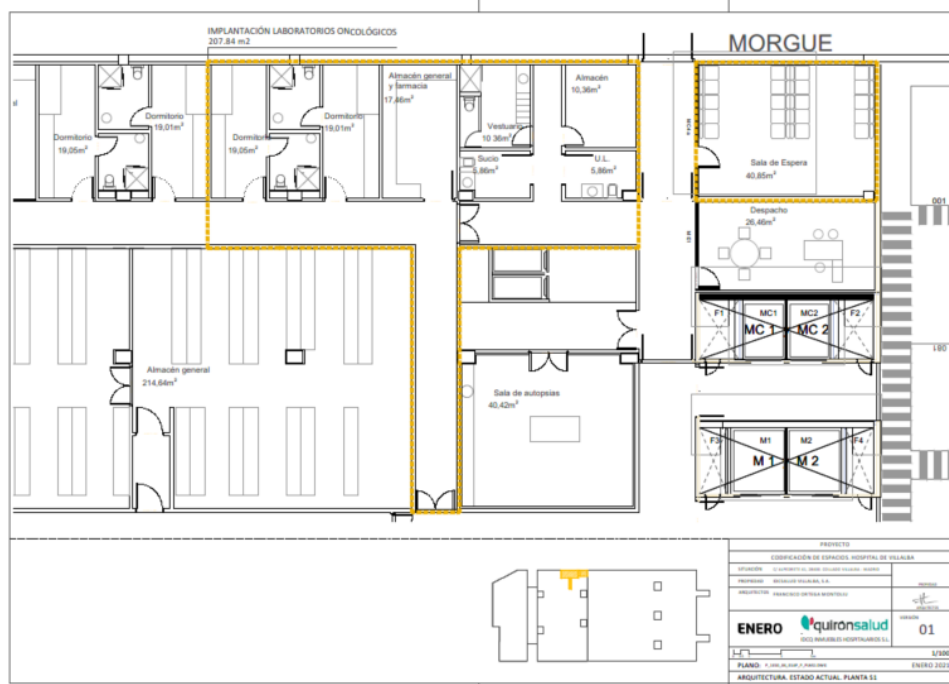


HUIE FACILITY MAPS



HUGV FACILITY MAPS

Basement Level -1: Current Layout:



Basement Level -1: Refurbished Layout:

