**POSITION DETAILS**

<table>
<thead>
<tr>
<th>Position title</th>
<th>Clinical Research Manager (Medical Officer) PC 11 (part-time 50%).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title (HR Practitioner to provide)</td>
<td></td>
</tr>
<tr>
<td>Position grade (if known)</td>
<td>Date last graded (if known)</td>
</tr>
<tr>
<td>Academic faculty / PASS department</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Academic department / PASS unit</td>
<td>HIV Mental Health Group</td>
</tr>
<tr>
<td>Division / section</td>
<td>Psychiatry</td>
</tr>
<tr>
<td>Date of compilation</td>
<td>19 DEC 2019</td>
</tr>
</tbody>
</table>

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager’s manager, all subordinates and colleagues. Include position grades)

CONNECT Study Principal Investigator  
Prof John Joska

CONNECT Study Project Manager/Lead PI  
Dr Sam Nightingale

CONNECT Study Medical Officer

- Research Assistant x 2
- Other Research Assistants at Gugulethu
- CONNECT admin staff, data capturer

**PURPOSE**

Establishing recruitment of HIV-positive participants following implementation of dolutegravir antiretroviral guidelines in early 2020. Successful implementation of CONNECT study protocols. Direct responsibility for lumbar punctures and monitoring/management of complications. Supervision of Research Assistants in screening, enrolling and retaining participants to the study and collecting cognitive and questionnaire data. Reporting to, and supervised by, the study Principal and Lead Investigators based off-site at UCT.
<table>
<thead>
<tr>
<th>Key performance areas</th>
<th>% of time spent</th>
<th>Inputs (Responsibilities / activities / processes/ methods used)</th>
<th>Outputs (Expected results)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. General and office administration</td>
<td>25%</td>
<td>Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</td>
<td>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.</td>
</tr>
</tbody>
</table>
| 1 Performing lumbar puncture                              | 25%             | • Confirms procedure consent  
• Checks for contraindications, inc neuro exam  
• Performs neuro exam  
• Performs LP procedure  
• Arranges transfer of biological samples                                                                                      | • 180 HIV-positive participants undergoing LP procedure at 2 time points.                                                                                                                                                     |
| 2 Monitoring and management of LP side effects            | 15%             | • Contacts participants the day following procedure  
• Clinically assesses potential complications  
• Refers as appropriate                                                                                                                 | • LP complications managed as per SOP                                                                                                                                                                                        |
| 3 Supervision of research team on site                   | 25%             | • Supervision and ongoing training of RAs  
• Answering clinical and study related queries from RAs.  
• Supervising referrals for positive results indicated by study measures (eg high glucose)  
• Ensure data integrity and accurate records  
• Day to day implementation of the study  
• Adherence to protocol, procedures and measures                                                                 | • Research Assistants at site working effectively and study measures applied appropriately.                                                                                                                                     |
| 4 Data Management and administration                      | 25%             | • Quality control of study data entered to RedCap by RAs  
• Periodic checking and cleaning of data.  
• Answer data queries.  
• Monitoring participant reimbursement and arranging cash/cashless payments via UCT finance                                                                 | • Financial and other administrative aspects of study managed effectively.  
• Ensure data integrity and accurate records.  
• Day to day implementation of the study.  
• Adherence to protocol, procedures and measures.                                                                                                                  |
| 6 Communication with study team                           | 10%             | • Maintaining weekly communication with CONNECT study investigators  
• Establishing and maintaining relationships with the study site and staff                                                                                   | • Keep all role players updated with study progress.                                                                                                                                                                          |
Minimum requirements

- Medical degree and registration with Health Professions Council of South Africa (HPCSA)
- Keen interest in research
- Relevant research or clinical trial experience (preferable)
- Demonstrated ability to work well in a team
- Competent in lumbar puncture
- Computer literate
- Dynamic, innovative and self-motivated
- Good Clinical Practice certification (preferable, otherwise can be obtained following appointment)
- Innovative and proactive problem solving

Professional registration or license requirements

- Professional registration or license requirements

Other requirements

- Competence Level
- Communication
- Attention to detail
- Excellent interpersonal skills
- Use own initiative
- High ability to organize and plan
- Ability to work effectively with diverse individuals at all levels
- Innovative and proactive problem solving
- Team working

Scope of responsibility

- Functions responsible for
  - Assisting Research Assistants with participant recruitment and testing
  - Performing study lumbar punctures
  - Providing in-hours assessment for potential LP complications and other clinical issues related to the study
  - Ensuring fair and ethical treatment of all study participants
  - General study management and administration
  - Ongoing support, monitoring and appraisal of study Research Assistants
  - Data management including supervision and quality control of data entry into electronic database
  - Ensuring case record forms meet good clinical practice standards.
  - Maintain high research standards

Amount and kind of supervision received

- Direct supervision by CONNECT study Lead and Principal investigators, based off site at UCT.

Amount and kind of supervision exercised

- Direct supervision of 2 study Research Assistants on site

Contacts and relationships

Internal to UCT

External to UCT

Agreed by

<table>
<thead>
<tr>
<th>PRINT NAME</th>
<th>SIGNATURE</th>
<th>CONTACT NO.</th>
<th>DATE</th>
</tr>
</thead>
</table>

11 December 2018
<table>
<thead>
<tr>
<th>Position Holder</th>
<th>Line Manager</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sam Nightingale</td>
<td>L.Nightingale</td>
<td>0647738224</td>
</tr>
<tr>
<td>HOD</td>
<td>Prof Dan Stein</td>
<td>D Stein</td>
<td>6566</td>
</tr>
<tr>
<td>Dean / ED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Practitioner</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When do I use this form?

A position description is the basis of the employment contract between UCT and a staff member. It describes:

- the purpose of the position
- the position content
- where the position fits into an organisational structure
- the principal accountabilities, roles and responsibility of the position holder
- the minimum requirements needed of the position holder

A position description must be completed for all positions at UCT, both academic and PASS.

This form is completed, or reviewed and amended, when:

- a position is new, before recruitment
- substantive functions are added or removed from a position
- the position holder is new

This form is used as the basis for:

- recruitment
- performance management
- performance development

Note

- This position description informs many other human resources and people management processes.
- This position description is a living document and must be reviewed and updated regularly, preferably every 3-4 years.
- This position description is a summary of the typical functions of the position, but is not an exhaustive or comprehensive list of all possible position tasks and duties. UCT is entitled to instruct the position holder to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the position description, or in accordance with operational requirements.

How do I complete this form?

- The position description indicates the requirements of the position in relation to the organisation, not the person. Describe the position, not the position-holder.
- The position description describes the position, not the performance required.
- The position description denotes a clear description of the position that is observable.
- Describe the position as is, not as imagined or as it could or should be done.
- Assume proper and competent performance of the position-holder.
- Examine typical incidents that occur in the position. Disregard any unlikely events or once-off incidents.
- Give careful consideration to employment equity legislation and take great care not include anything that could be deemed as discriminatory.

Complete all fields as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position title</td>
<td>The label or name of this position. Consideration is given to other titles in the department and standard UCT position naming conventions. The latter are obtainable from your HR Practitioner, from the UCT Jobs Catalogue.</td>
</tr>
<tr>
<td>Job title (HR Practitioner to provide)</td>
<td>The SAP position title of this post. Obtainable from your HR Practitioner, from the UCT Jobs Catalogue.</td>
</tr>
<tr>
<td>Position grade</td>
<td>The current position grade of this position, if it exists (if known).</td>
</tr>
<tr>
<td>Date last graded</td>
<td>The date on which the position was last graded, if it has been graded (if known).</td>
</tr>
<tr>
<td>Academic faculty / PASS department</td>
<td>The academic faculty / PASS department in which the position sits.</td>
</tr>
<tr>
<td>Academic department / PASS unit</td>
<td>The academic department / PASS unit in which the position sits.</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Division / section</td>
<td>The division / section in which the position sits.</td>
</tr>
<tr>
<td>Date of compilation</td>
<td>The date on which the position description was compiled, updated or reviewed.</td>
</tr>
<tr>
<td>Organogram</td>
<td>The departmental structure and reporting lines of the position, with the grades of these positions. Include line manager, line manager's manager, all subordinates and colleagues.</td>
</tr>
<tr>
<td>Purpose</td>
<td>A summary of the position which describes the overall purpose, function or role of the position. No more than two or three sentences. Clearly distinguishes the position from other positions, and links the position to the objectives of the faculty, department and university. Begins with the words: &quot;The purpose of the position is ...&quot;</td>
</tr>
<tr>
<td>Key performance areas (KPA)</td>
<td>A list of the most visible actions, essential functions, key areas of responsibility or high-level responsibilities. Provides broad categories of tasks and activities. List in order of importance or time spent. KPAs must support the organization’s goals, and be within the position-holder’s influence. Full time staff members have between five and eight KPAs.</td>
</tr>
<tr>
<td>% of time spent</td>
<td>The percentage of time spent on each key performance area.</td>
</tr>
</tbody>
</table>
| Inputs                        | A list of the particular projects or groups of responsibilities, activities, processes and tasks, linked to a KPA that the position must achieve. Describes how the key performance area is performed by outlining the methods, decision processes, judgments, techniques, tools used. Write in a clear, measurable way that states specifically what is expected and the standard to which it must be performed:  
  - Accurately convey the level of complexity, responsibility and scope  
  - Write at least one associated input for each KPA  
  - Keep as simple and brief as possible  
  - Begin each sentence with an action verb, in the present tense  
  - Sentences must be outcome-based, containing an action, an object and a purpose  
  - Cluster tasks into a list of fewer, broad (but still specific) responsibilities  
  - Refer to operational manuals, policies or to agreed procedures, rather than include the detail of tasks  
  - Avoid  
    - descriptive adverbs and adjectives (e.g. ‘Quickly types basic documents’, ‘Efficiently processes difficult queries’)  
    - pronouns  
    - jargon  
    - abbreviations (e.g. ‘mgs’, ‘docs’)  
    - ‘tired words’ (e.g. ‘Manages’, ‘Contributes to’, ‘Assists with’)  
    - names |
<p>| Outputs                       | A list of the main outputs or expected end results to be achieved, linked to the input. Should be specific to the position and the position must be directly accountable for them. Write in a clear, measurable way that states specifically what is expected and the standard to which it must be performed (e.g. quantity, quality, cost and time). |
| Minimum qualifications        | The minimum qualification that would give the incumbent the skills and knowledge or training required to perform the position. Does not include desirable qualifications. Include NQF level where possible. May not be the qualification of the current incumbent. |
| Minimum experience            | The minimum number of years and type of experience that would give the incumbent the experience required to perform the position. Does not include desirable experience. May not be the experience of the current incumbent. |
| Skills                        | The minimum skills or technical know-how required to perform the position. Does not include desirable skills. May include languages or software skills. (E.g. Intermediate level Excel). |</p>
<table>
<thead>
<tr>
<th>Knowledge</th>
<th>The minimum knowledge required to perform the position. Does not include desirable knowledge. (E.g. Knowledge of UCT’s academic administrative systems).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional registrations or licenses</td>
<td>The required professional registrations, industry certifications or licences required to perform the position. Does not include desirable ones.</td>
</tr>
<tr>
<td>Other requirements</td>
<td>Any other absolute minimum requirements required to perform the position. Does not include desirable requirements. Great care must be taken to ensure that these requirements are in no way discriminatory, and expert advice and assessment must be sought from your HR Practitioner.</td>
</tr>
<tr>
<td>Competencies</td>
<td>The minimum competencies (behavioural traits) required to perform the position. Does not include desirable requirements. A guide to UCT competencies and levels can be found on the HR website. This guide provides a comprehensive list of competencies for all Academic and PASS positions at UCT, and descriptions of how these competencies look at different levels of positions. Some competencies are required by all positions at UCT.</td>
</tr>
<tr>
<td>Scope of responsibility</td>
<td>The areas to which responsibility extends, the kind of supervision it receives, the kind of supervision it exercises, the kinds of decisions made by this position, and the kind of decisions that are referred elsewhere.</td>
</tr>
<tr>
<td>Contacts and relationships</td>
<td>A listing of the people, departments or organisations that this position deals with regularly, internal and external to UCT.</td>
</tr>
<tr>
<td>Agreed by</td>
<td>The position-holder, line manager and HOD agree to the contents of the position description.</td>
</tr>
</tbody>
</table>

**Where do I send this form?**

Once completed and signed, a copy should be kept by both the line manager and the position-holder (where there is one). A copy of this form is sent together with the relevant documentation to the relevant persons, in the following processes (amongst others):

- Recruitment
- Position evaluation
- Performance management exceeds awards

**What other forms do I need to complete?**

None.

**What other documentation must be attached?**

Attach any other documentation which assists in describing the position.

**Where can I get further assistance?**

You can contact your [HR Practitioner](mailto:hrpractitioner@uct.ac.za) for more assistance in either the design of a position or the development of a position description.

Further information can also be found in the following places:

- [Development Dialogue resource guide](mailto:developmentdialogue@uct.ac.za) for PASS staff
- [Academic performance planning, performance reviews and staff development](mailto:academicperformanceplanning@uct.ac.za)
- [The UCT Competency framework](mailto:uctcompetencyframework@uct.ac.za)
- The UCT Jobs catalogue