HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

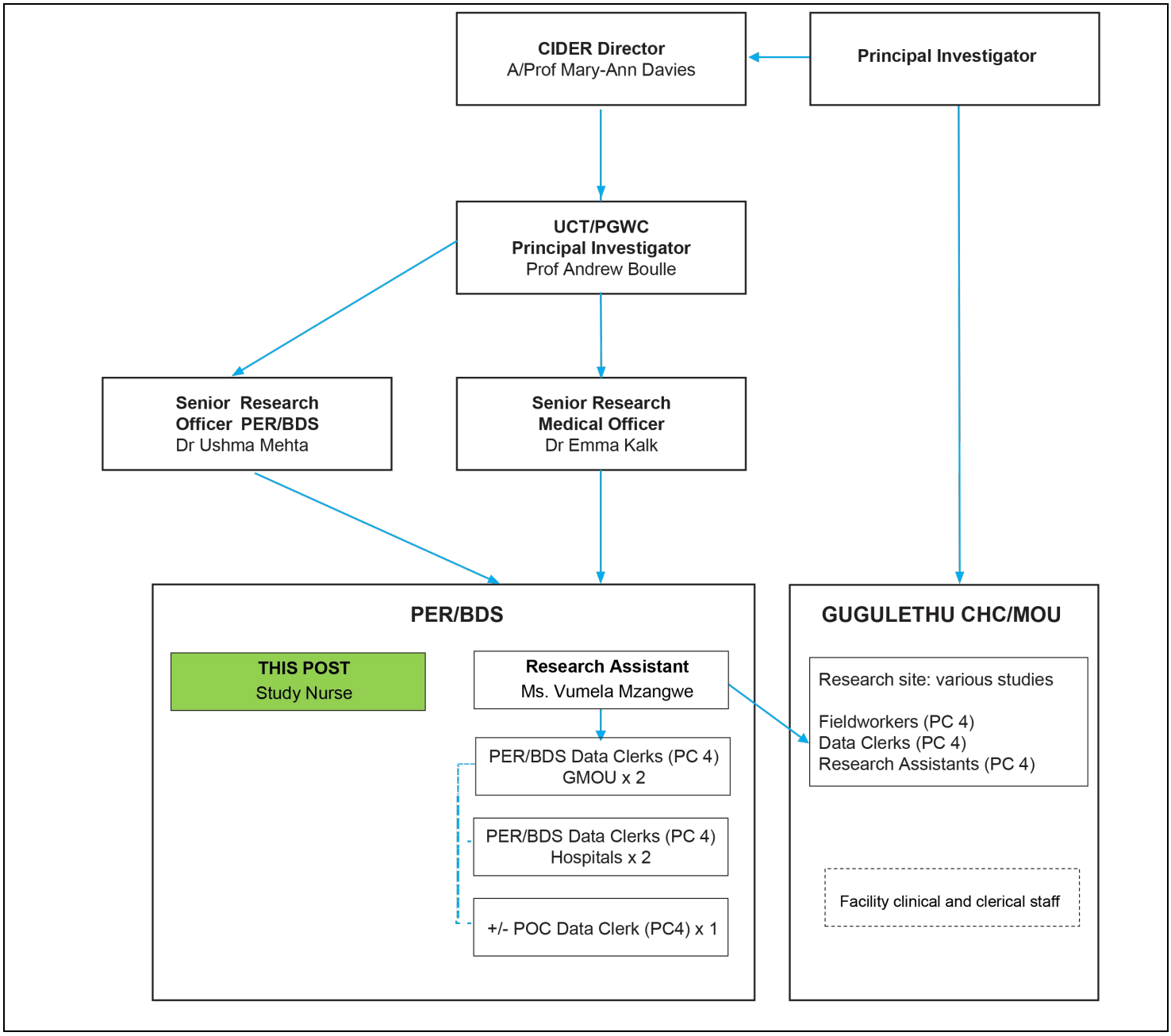
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	**Research Professional Nurse**		
Job title (HR Practitioner to provide)			
Position grade (if known)	**8**	Date last graded (if known)	
Academic faculty / PASS department	**Faculty of Health Sciences**		
Academic department / PASS unit	**School of Public Health and Family Medicine**		
Division / section	**CIDER**		
Date of compilation	**04 Dec 2020**		

ORGANOGRAM

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


CIDER Director
A/Prof Mary-Ann Davies
Principal Investigator
UCT/PGWC
Principal Investigator
Prof Andrew Boulle
Senior Research
Officer PER/BDS
Dr Ushma Mehta
Senior Research
Medical Officer
Dr Emma Kalk
PER/BDS
THIS POST
Study Nurse
Research Assistant
Ms. Vumela Mzangwe
PER/BDS Data Clerks (PC 4)
GMOU x 2
PER/BDS Data Clerks (PC 4)
Hospitals x 2
+/- POC Data Clerk (PC4) x 1
GUGULETHU CHC/MOU
Research site: various studies
Fieldworkers (PC 4)
Data Clerks (PC 4)
Research Assistants (PC 4)
Facility clinical and clerical staff

PURPOSE

The main purpose of this position is to manage the clinical, training and administrative elements of pregnancy outcomes (mainly neonatal and stillbirth) within the Western Cape Pregnancy Exposure Registry and Birth Defects Surveillance programme. This includes assisting with training of clinical staff, daily collection of outcome/delivery data, examination of stillbirths, consent and photography for congenital anomalies in neonates and stillbirths.

Although based at CIDER, the incumbent will spend most time at the clinical sites (antenatal and delivery units).

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Clinical Examinations and Data Management	55%	**Daily visits to clinical sites:** I. document all pregnancy outcomes since last visit and liaison with study data clerks. II. identification and examination of stillbirths. III. identification and examination of live neonates with congenital disorders. IV. collection of all data relevant to stillbirth and/or congenital disorder. V. documentation of the above in provincial and study databases. VI. ensure appropriate referrals have been made (e.g., paediatrics, genetics, grief counselling etc.)	• Daily account of pregnancy outcomes at sites and feedback to the data clerks and RA. • All stillbirths examined and data fields documented provincial and study databases. • Data QC • Affected women and infants referred appropriately.
2	Photography and Consent	10%	**Identification of congenital disorders:** I. collection of all relevant data. II. documentation in provincial and study databases. III. approaching mother/family for consent to photograph infant/stillbirth. IV. photography of affected infant/stillbirth with consent. V. If no consent available, detailed description +/- app. VI. ensure appropriate referrals have been made (e.g., paediatrics, genetics, grief counselling etc.) VII. 7) back-capture of congenital disorders into provincial and study databases from clinical records	• All congenital disorders identified and documented provincial and study databases. • All women approached for consent for photographs. • Photographs taken and saved where consent is given. • Congenital Disorder app updated. • Congenital Disorder provincial and study databases complete and up to date.
3	Training	25%	• Participate in train-the-trainers activities for the SA National Pregnancy Exposure Registry. • Liaison with site managers for training needs and availability. • Training of clinical staff at all sites. • On-going training as necessary. • Formal documentation of all training given.	• Competence in all NPER training modules. • Training dates scheduled at clinical sites. • Training of clinical staff in NPER modules. • Complete records of dates, attendance registers, modules etc.
4	Administration	10%	• Office and study administration related to the above	• Routine established for site visits. • Necessary forms and stationery in stock. • Forms and reports filed correctly. • Regular updates with the RA and PI.

MINIMUM REQUIREMENTS

Minimum qualifications	Basic R 425 qualification (i.e. Diploma in General Nursing & Midwifery/or B.Cur degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Where applicable completion of community service.
Minimum experience (type and years)	Two years in a research environment. 1 year obstetric and/or neonatal.
Skills	Ability to work in a team and foster collaborative relationships across research and service facilities. Ability to work under pressure and adapt to changing circumstances. Computer literacy with sound knowledge of email, Word, Excel, Internet (CD App) Good communication (verbal and written) in at least two official languages of the Western Cape.
Knowledge	Advantageous: formal research experience including obtaining informed consent Experience with RedCAP databases
Professional registration or license requirements	Recognized nursing qualification • Current registration with SANC as an Enrolled Nurse / Staff Nurse • Where applicable completion of community service • Valid drivers' license • Human Subjects Protection certificate can be obtained at the start.
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Willingness to travel to facilities around Cape Town. Sensitivity working with women affected by pregnancy loss and congenital disorders. Ability to work in a small team.

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Strong verbal, written and interpersonal communications skills	2	Excellent organizational skills	2
Sensitivity and understanding of the nature of the research environment	2		
Thoroughness and attention to detail	2		
Maintenance of confidentiality	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Folder and register review Clinical examination Consent and photography of CD Data collection Training
Amount and kind of supervision received	Liaise with Research assistant Report to study PI
Amount and kind of supervision exercised	none
Decisions which can be made	Eligibility Own routine
Decisions which must be referred	CD queries Safety issues Access to senior facility staff

CONTACTS AND RELATIONSHIPS

Internal to UCT	PER team National PER team CIDER Admin
External to UCT	Clinical and clerical staff at facilities Peri-partum women