

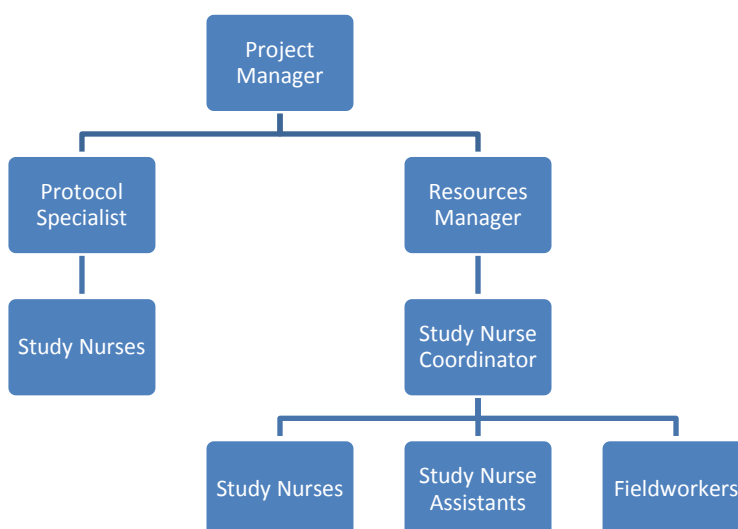
NOTES

- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form should be kept on file in your office.
- For re-evaluations, this form must be sent to your relevant HR Advisor/Officer

POSITION DETAILS

Position Title (<i>current title</i>)	Study Nurse		
Status of Post (<i>tick</i>)	New Post		Re-evaluation
Job Grade (<i>current grade</i>)	PC08		
Faculty (<i>if applicable</i>)	Health Sciences		
Department	Child and Adolescent Health		
Section (<i>if applicable</i>)	Drakenstein Child Lung Health Study		
Date of Compilation			
FOR OFFICE USE			
Job Title			
Date of Grading			
Grading Result			

ORGANOGRAM



PURPOSE

The main purpose of this position is to carry out protocol procedures at selected facilities in the Drakenstein sub-district in Paarl as part of a project team to investigate the epidemiology and aetiology of childhood pneumonia.

JOB CONTENT

Key Performance Areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes	Competencies
1 Recruiting, screening, consenting, enrolling and following up study participants	25	Screening and Enrollment; Conduct interview and complete questionnaires; Ensure all protocol procedures are done and results recorded in CRFs as indicated per SOP; Ensure follow up of participants; Ensure optimal referral of inter-current illness in study participants; Travel between and work at different study sites as required by study; Provide after-hours cover for the study as per on call roster Pneumonia surveillance activities as delegated per study SOP; Birth surveillance activities as per delegated study SOP; Participate in QC aspects as delegated per QC plan.	Regular information sessions held in waiting area/s Study participants recruited and followed up; Participants managed optimally Good study retention rate	Presentation skills Counseling skills Motivational interviewing Clinical reasoning
2) Perform clinical procedures and / or assist with procedures	30	Perform clinical study procedures as per protocol requirements, including but not limited to: <ul style="list-style-type: none"> • History and physical examination • Phlebotomy • Perform Tuberculosis (TB) screen including and TB skin tests • Administer immunisations • Perform sputum induction procedure • Routine care of participants • Assist with Lung Function tests • Obtain urine 	Safe Clinical Procedures	Fully understand the protocol Competently conduct clinical procedures in accordance with Good Clinical Practice (GCP)

		<ul style="list-style-type: none"> • Do nasal swab • Obtain maternal vaginal swab • Assist with obtaining cord blood <p>Oversee sample management, shipment and tracking; Maintain inventory of study consumables for clinical care and investigations and order new supplies as needed; Oversee sputum induction facility; Participate in QC aspects as delegated per QC plan.</p>		
4) Management of study records including results, filing and any other research administrative functions as required	20	<p>Manage results by referral as appropriate; Filing of results as per study SOP; Compilation of daily/weekly/ monthly statistics; Maintenance of study records according to good clinical practice and study SOP; Updating electronic systems as required to support study data flow and management; Participate in document management QC aspects as delegated per QC plan.</p>	<p>Test results files Test results interpreted and managed appropriately Statistics compiled as per study requirements</p>	<p>Referral of test results Clinical reasoning Filing</p>
5) Information / Counseling	10	<p>Provide ongoing information and counseling to participants and/or their family members regarding the study Obtain informed consent yearly. Communicate with study partners and local health providers as needed</p>	<p>Participants and/or family members counseled to ensure ongoing consent Details of study and routine health care explained</p>	<p>Counseling skills Motivational interviewing Clinical reasoning</p>
6) Liaison with Routine Health Care providers as indicated	5	<p>Establish and maintain relationship with hospital and clinic staff to facilitate participant recruitment, follow up and referral</p>	<p>Participants recruited and followed up as per protocol requirements.</p>	<p>Communication and stakeholder management skills</p>
7 Other	10	<p>Adhoc other tasks as assigned</p>		

MINIMUM REQUIREMENTS

Minimum Qualifications	Qualification as a Professional Nurse
	Current Registration with the South African Nursing Council
Minimum Experience	3 years in Primary Health Care and or Paediatrics