



NOTES

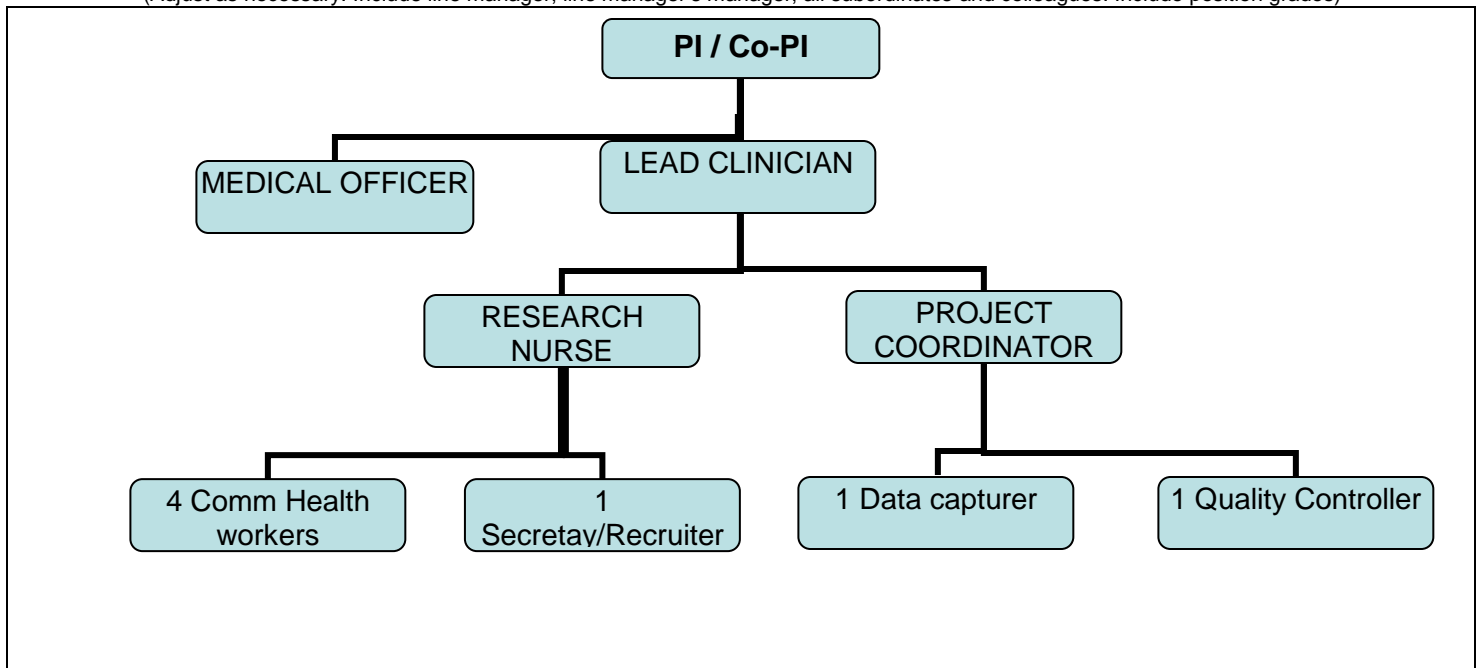
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Professional Nurse		
Job title (HR Practitioner to provide)			
Position grade (if known)	8	Date last graded (if known)	July 2017
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Obstetrics & Gynaecology		
Division / section	Screen and Treat Project		
Date of compilation	31/09/2017		

ORGANOGRAM

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



PURPOSE

The Research Professional Nurse functions under the supervision of the Principal Investigator and the Lead Clinician/Medical officer to assist in the maintenance of the integrity of the study goals through the recruitment and care of the clinical trial participants, collection of specimens and data.

The job description is not an exhaustive list of all the tasks and, in a changing environment, the specific tasks assigned may differ in detail, but the level of responsibility and overall nature of the work will remain the same. Will be expected to relieve other research nurses with their duties when necessary, as well as perform other clinical and administrative duties when asked to by the PI and management. She/he may be called upon to provide pertinent training and information to staff and study participants and to undergo training as required by the study protocol.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Participant Recruitment and Consenting	60%	<ul style="list-style-type: none"> • Apply nursing skills, as well as inclusion and exclusion criteria to identify, assess, and screen potentially eligible participants • Educate and inform potentially eligible participants of study objectives • Answers questions and concerns to ensure comprehension • Recruit eligible participants and obtain informed consent for the research study • Continuously encourage participant retention. 	<ul style="list-style-type: none"> • Participants successfully assessed and screened according to protocol • Adequate quality of consent/assent on audit • Well-informed study participants recruiting to study target • Eligible participants recruited and consented/assented and retained • Recruitment rate in line to achieve target
2	Participant Management	20%	<ul style="list-style-type: none"> • Conduct study procedures in compliance with regulatory and ethical standards, as well as study protocol • Perform clinical functions within the research study including: <ul style="list-style-type: none"> ○ Taking of medical history ○ HIV Voluntary Counselling and Testing ○ Pregnancy Testing ○ Specimen collection ○ Perform gynaecological examination and treatment of patients (thermo-coagulation of the cervix) as appropriate and under supervision of the Lead Clinician/Research Officer ○ Inform and discuss results to participants ○ Reimbursement • General office administration • Oversee Community Health Workers' patient processes • Assist Project Coordinator with administrative duties relating to regulatory functions such as reporting of adverse events and/or serious adverse events • Coordinate and monitor appointments and notify patients who miss appointments/or supervise the person to whom this responsibility is delegated • Health promotion and education of participants where relevant. 	<ul style="list-style-type: none"> • Favorable monitoring/audit reports • No or minimal protocol violations/deviations • Participant satisfaction • Good appointment attendance rate • Participants successfully followed-up till completion

3	Data Collection	10%	<ul style="list-style-type: none"> • Maintain meticulous records and notes • Collect, collate, record and report relevant clinical data • Collect, complete and submit pertinent documentation • Complete, collect and submit pertinent documentation (case report forms, source documents, informed consent forms according to Good Clinical Practices requirements) 	<ul style="list-style-type: none"> • Accurate records and notes securely filed • Data completeness
4	Site/Clinical Management	5%	<ul style="list-style-type: none"> • Stock keeping of clinical supplies • Clinical waste management • Oversight of instrument sterilization • Monitoring patient flow 	<ul style="list-style-type: none"> • The site is always adequately stocked • Safe medical waste handling disposal and collection • High quality clinical function • Assist coordinator with health and safety aspect of adherence to Standard Operating Processes
5	Community Liaison & Staff Management	5%	<ul style="list-style-type: none"> • Liaise with relevant Facility Managers and community about permission to interact with potential participants • Contribute to good working relationships with primary and district levels of care • Contribute to marketing of the study 	<ul style="list-style-type: none"> • Ensure that health services and community organizations are informed of studies conducted • Good relationships and partnerships are established and maintained • Retention of participants
6				

MINIMUM REQUIREMENTS

Minimum qualifications	Professional Registered Nurse Diploma in Nursing			
Minimum experience (type and years)	At least 3 years' experience as professional Registered Nurse			
Skills	Gynaecological examination Fluency in English and Xhosa Computer literate in Microsoft Word and Exel software			
Knowledge	Previous exposure and willingness to be further trained in Gynaecological examination Exposure to clinical research Understanding of how the primary care, district, secondary and tertiary level services work in the public sector			
Professional registration or license requirements	Registration with the South African Nursing Council			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Ability to work within a team Attention to detail Good decision-making skills: Prioritizing and planning work schedule Good record keeping skills Good interpersonal and communication skills			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Client/patient service support	2	Team work/collaboration	2
	Building interpersonal relationships	2	Analytical thinking	2
	Planning & organization/work management	2		
	Quality commitment/work standards	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	General study administration Managing patient flow Participant recruitment and Informed Consent HIV testing and counselling and Pregnancy testing Collection of clinical specimens Informing participants of their result Carry out treatment (thermo-coagulation) where appropriate Managing and reporting of AEs, SAEs and protocol deviations
Amount and kind of supervision received	Supervision from Lead Clinician and Principal Investigator
Amount and kind of supervision exercised	Supervision of Participant recruitment Supervision of Community Health Workers Supervision of data collection Filing and storage of patient records
Decisions which can be made	Referral of patients that are newly diagnosed with HIV to the HIV VCT unit of the Day Hospital Suitability of a cervix for ablative therapy or otherwise
Decisions which must be referred	When a participant requires referral to higher level of care Abnormal gynaecological examination or cervix not suitable for ablative method of treatment Adverse events and severe adverse events

CONTACTS AND RELATIONSHIPS

Internal to UCT	Project team
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External to UCT	Management of Site B Khayelitsha Day Hospital The HIV counselling and testing unit of Site B Khayelitsha Day Hospital The Pap smear room/sister at Site B Khayelitsha Day Hospital The Khayelitsha community
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