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

NOTES

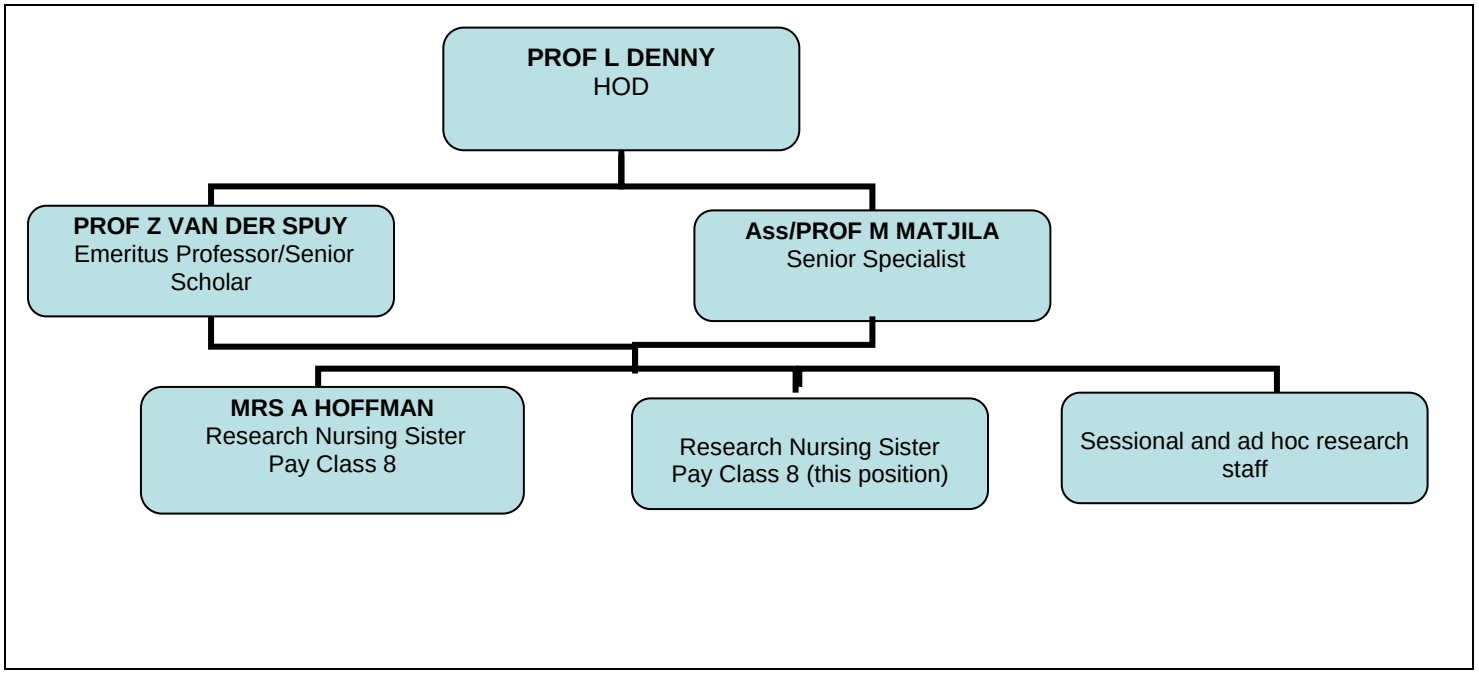
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Nursing Sister		
Job title (HR Practitioner to provide)			
Position grade (if known)	8	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Department of Obstetrics and Gynaecology		
Division / section	Reproductive Medicine Unit		
Date of compilation	March 2018		

ORGANOGRAM

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



PURPOSE

The main purpose of this position is to join a team engaged in a variety of research projects and routine clinical work in the field of Reproduction Medicine. These include contraceptive and interceptive research, projects involving the polycystic ovary syndrome and input into other research projects in our unit.

The successful candidate will be expected to interact with and support registrar projects and will be involved in patient liaison and communication. The collection of clinical information, data-capture and co-ordination of clinical research trials are central to this position.

Involvement in the clinical duties associated with our practice and maintaining our databases for the service are components of this position.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Administration and support of research programmes within the Reproductive Medicine Unit (RMU)	20	Administration and management of ongoing research projects to meet research requirements	• Accurate records of all ongoing research projects • Develop protocols and HREC documents according to GCP • Development and maintenance of data bases • Interaction of staff involved with each project • Monitoring of equipment and freezers
2	Recruitment of suitable subjects for clinical trials	10	Recruitment of pre-determined number of suitable participants within the stipulated time frames as per each study requirement	Selection of suitable participants according to the inclusion and exclusion criteria of the protocol within the stipulated recruitment period
3	Collection of clinical data from participants	20	Collection of accurate clinical data from subjects as required by the protocols Administration of QOL and other questionnaires for some of the studies.	Complete all documentation as necessary Administration of questionnaires as required and input into database
4	Data capture and maintenance of databases	20	Accurate data capture and maintenance of databases for analysis	• Data entered in to the relevant databases for statistical analysis • Databases regularly cleaned • Interaction with statisticians and PG students
5	Knowledge of and practice of GCP	10	Updated GCP registration and use in research	• Recruitment and management of subjects according to GCP • GCP applied to all research activities

6	Input into Clinical Services including Day Unit, Pregnancy Support Clinic and Registrar training	10	Efficient and effective clinic services within the RMU which are user-centered	• Well managed services • Adequate registrar support and training
7	Recruitment from our clinical services of family members of women with PCOS	10	Ongoing recruitment	• Genetic data collected and family recruitment from clinical services • Communication with laboratory services to obtain results • Appropriate permits to export genetic samples

MINIMUM REQUIREMENTS

Minimum qualifications	General Nursing and Midwifery
Minimum experience (type and years)	Clinical experience in the field of Women's Health
Skills	Computer Literacy
Knowledge	Require GCP registration
Professional registration or license requirements	Registration with The South African Nursing Council (SANC)
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Good organizational skills Counselling skills Knowledge of Women's Health

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Communication	2	Follow up	2
Coaching / Developing others	2	Quality commitments / work standards	2
Information management	2	Research Support Skills	2
Adaptability / Flexibility	2	Professional knowledge and skill	2

SCOPE OF RESPONSIBILITY

Functions responsible for	See KPA
Amount and kind of supervision received	Will need to work independently. Will have back-up from involved clinicians.
Amount and kind of supervision exercised	Registrar updates and discussion of projects
Decisions which can be made	Investigations, counselling and some clinical referrals
Decisions which must be referred	All recruitment must be discussed in unit.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Clinics, other Departments, Nursing staff, Medical staff and senior students.
External to UCT	Outside institutions, NHLS