

**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	Driver		
Job title (HR Practitioner to provide)			
Position grade (if known)	4	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Pathology		
Division / section	Medical Microbiology		
Date of compilation	May 2018		

ORGANOGRAM

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

PLEASE REFER TO ORGANOGRAM ATTACHED

PURPOSE

The main purpose of this position is to shuttle between Medical Microbiology, the Community Hospitals, NHLS at GSH-C18 and other labs that have requested collection and delivery of biological samples. Samples and specimens for processing are collected according to the required schedule that results in the delivery of these biological samples safely and timeously. Other deliveries and collections of non-biologicals will also be required as per the needs of the department.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Delivery laboratory samples and non-biological items	60%	<ul style="list-style-type: none"> • Communicate with the clinical site and laboratory • Check spill kit and present complete • Ensure that samples are transported at the correct temperature, by checking temperature loggers • Transport boxes are clean, have good seal and safe for the transport of samples • Daily transporting of personnel between Clinics and UCT as required • Check traffic patterns and routes and notify relevant staff about activities on the roads that may impact the delivery of samples • Chart out best possible route before embarking on a delivery task 	<p>Samples are delivered to laboratories timeously Clinical site and laboratory are aware of the E.T.A of samples Optimum use of spill kit should a spill occur Good communication</p>
2	Record Keeping	15%	<ul style="list-style-type: none"> • Complete all required documentation of all samples delivered • Keep inventory of delivered laboratory items and documentation – transport logbook • Record fuel mileage and ensure appropriate maintenance on the vehicle • Regular re-fueling and daily assessment of vehicle. • Inform relevant person for booking of vehicle services 	<p>All deliveries are accounted for Make sure vehicle has petrol. Reporting of all accidents and/or bumps/dents/scratches. Vehicle license and UCT discs are in place and valid. Vehicle should be clean at all times Drivers license is valid and updated Vehicle must be serviced regularly</p>

3	Recruitment and retention	10%	<ul style="list-style-type: none"> • Assist recruitment and retention staff with home visits and follow-ups • Good understanding of roads in the Khayelitsha area • Collecting participants at different clinics to enroll into specific study at recruiting clinic 	<p>Home visits for all protocols are completed Assist in good follow up rates and retention of participants until completion of studies. Achieve recruitment targets and goals without compromising quality Help achieve good follow up rates</p>
4	Stock and deliveries collections	10%	<ul style="list-style-type: none"> • Collects consumables from the Core Office and delivers to Med Micro Department or other departments such as NHLS, Redcross, etc • Drop purchase order requests/delivery notes at Core Office everyday 	<p>Consumables and paperwork delivered to appropriate staff so that orders can be processed and staff receive their stock timeously.</p>
5	Meetings and trainings	5%	<ul style="list-style-type: none"> • Attend relevant courses, protocol training, and meetings 	<p>Understands the protocol and is equipped to transport samples efficiently</p>

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12 Code B/08 drivers licence PDP licence.			
Minimum experience (type and years)	1 year driving experience			
Skills	Good communication skills (verbal and written) Good driving skills Correct documentation practices in checking accuracy when entering data, documenting own work and responding to errors. Demonstrate correct ICH ethical behaviours regarding handling documents (document control) handling data and confidentiality. Computer skills: E-mail, Microsoft Word, Excel Document control			
Knowledge	GCP, ICH Guidelines related to data entry, Khaylitsha roads and greater Cape Town , interpreting of maps/directions and traffic reports			
Professional registration or license requirements	GCP certificate			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	IATA Training Able to converse in Xhosa and English			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Attention to deal	1	Organisation skills	1
	Knowledge of protocols	1	Communication skills	1
	Quality work standards	1	Use of electronic devices	1
	Time management	1		

SCOPE OF RESPONSIBILITY

Functions responsible for	Delivery laboratory samples and non-biological items Record Keeping Recruitment and retention Stock and delivery collections Meetings and trainings
Amount and kind of supervision received	Daily liaison with project manager, project co-ordinator, data administrator and laboratory staff
Amount and kind of supervision exercised	Lab and clinic staff
Decisions which can be made	Traffic routes
Decisions which must be referred	Condition of samples, any sample spills, electronic equipment malfunction, vehicle issues

CONTACTS AND RELATIONSHIPS

Internal to UCT	Study Management
External to UCT	Other labs and clinical sites, NHLS, etc