

NOTES

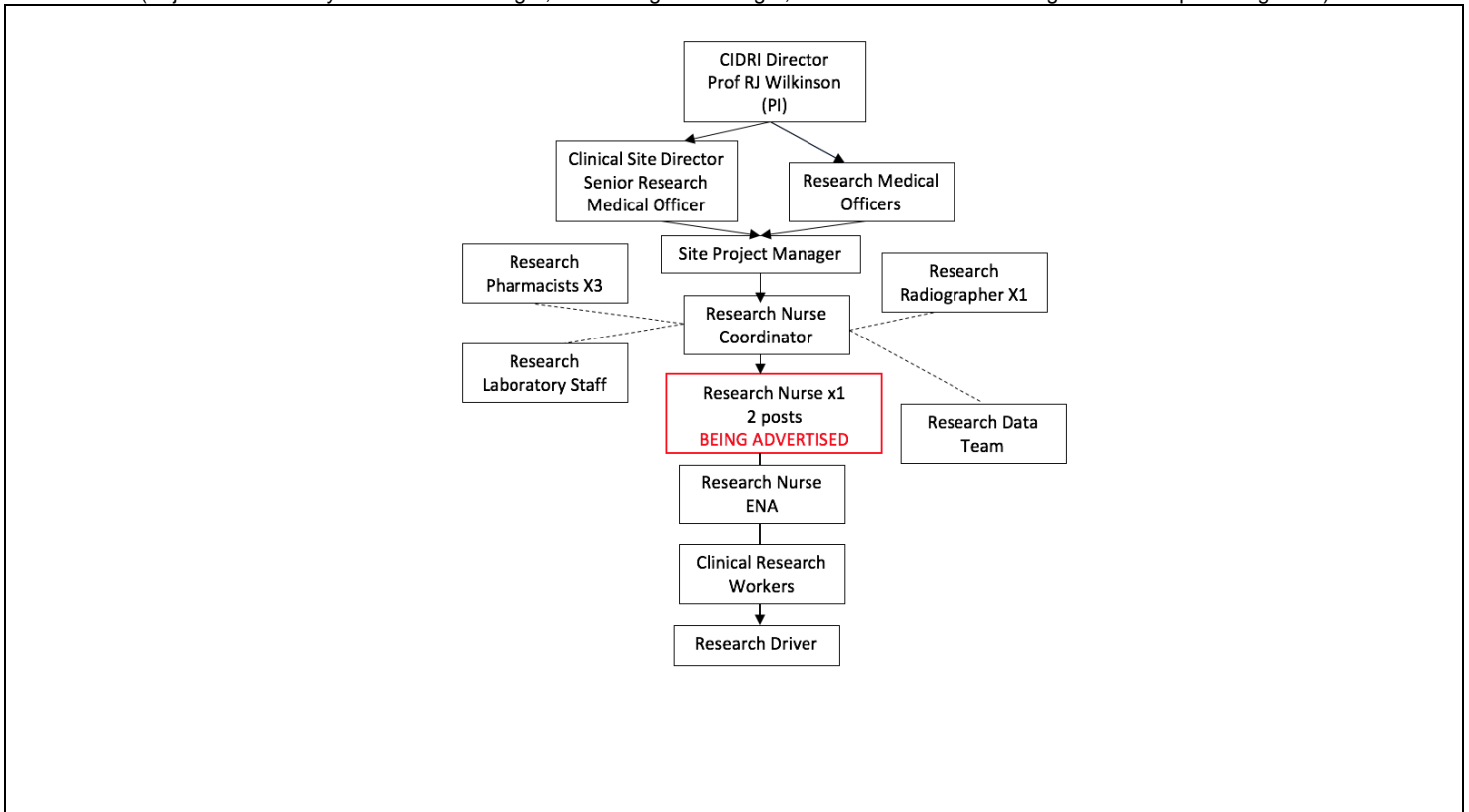
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

| | | | |
|--|------------------|-----------------------------|--|
| Position title | Research Nurse | | |
| Job title (HR Practitioner to provide) | | | |
| Position grade (if known) | PC 8 | Date last graded (if known) | |
| Academic faculty / PASS department | PASS | | |
| Academic department / PASS unit | Health Sciences | | |
| Division / section | IDM/CIDRI Africa | | |
| Date of compilation | July 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 as a Research Nurse will be responsible for clinical trial-related procedures and tasks at the research site;(Khayelitsha Site B) the performance of clinical, administrative duties and other tasks in the clinical studies according to various sponsor and lead investigator requirements. To maintain ongoing communication with the community as related to specific studies.

Work in collaboration with the clinic management and other team members. The Research nurse will be responsible for conducting the onsite clinical activities of multiple studies inclusive of recruitment and retention of study participants.

CONTENT

| Key performance areas | | % of time spent | Inputs (Responsibilities / activities / processes/ methods used) | Outputs (Expected results) |
|-----------------------|---|-----------------|---|---|
| E.g. | General and office administration | 25% | Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member. | All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner. |
| 1 | Informed consent, recruitment and retention | 20% | Conduction of informed consent as per protocol Integral part of screening and enrolment process Assist with the recruitment and retention strategies | Complete understanding of the protocols being conducted Achieving recruitment targets, excellent retention and reduction of missed visits Informed consent conducted as per GCP |
| 2 | All clinical nurse related study duties | 30% | Phlebotomy, measurement of vital signs, conduction of ECGs, spirometer measurements, conduct participant evaluations Input to Protocol activation – clinical needs Identifying AEs and SAEs Institute all clinical SOPs Understand the method of sample collection and on site storage. Liaise with lab staff with regard to sample collection and delivery Evaluate and control the use of consumables | Protocol implementation Day to day activities to be performed and all challenges addressed at the soonest opportunity Implementation of all clinical SOPs Notify research officers about potential AE/SAEs Sample collection as per protocol Close liaison with UCT laboratory team to ensure sample integrity |
| 3 | Quality Control | 15% | Institute SOPs for quality assurance and be an active participant in all aspects of quality data collection, CQMP activation Ensure <ul style="list-style-type: none"> • Study documentation and completion of CRFs • Quality control and quality assurance systems | To ensure effective systems are in place to produce high quality data CQMP implementation and maintenance All aspects of the study activity must be adhered to by the team Respond to all clinical issues raised by the Sponsor, and put in place systems to avoid repetition of errors and non-compliance |
| 4 | Participant Management | 15% | Co-ordinate and assist with e-Diary management and ensure visits remain in the window periods | All study activities conducted according to protocol requirements and following SOPs Offer clinical support of staff during planned or unplanned leave to ensure participant visits are not disrupted Manage diary system across studies |
| 5 | Meetings and training | 5% | Attend clinic meetings. Identify personal and team members training and request support Training of other team members | Remain updated all protocols and required nursing skills Understand the studies needs, SOPs and protocols |

| | | | | |
|---|----------------------|----|---|--|
| 6 | Study administration | 5% | Bookings of study procedures inclusive of transport <ul style="list-style-type: none"> • PETCT • BAL • Lung Function • HRCT • Spiro Recording and distribution of team meeting minutes | Support of booking system in place at the site Input into and support of study administration as required Results to be received and recorded in participant records within the stipulated time frames as set out in the protocol and SOPs |
|---|----------------------|----|---|--|

MINIMUM REQUIREMENTS

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|---|---|--|-------|-------------------|--|-------|
| Minimum qualifications | Diploma and General Nursing | | | | | |
| Minimum experience (type and years) | 2-years general nursing experience post community service 1-2 year's experience in research | | | | | |
| Skills | Clinical Assessment, Phlebotomy, Quality control, measurement of vital signs, conduct of ECGs, spirometer measurements, conduct participant evaluations | | | | | |
| Knowledge | Computer literacy | | | | | |
| Professional registration or license requirements | SANC | | | | | |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.) | Maybe required to compensate participants after their visit and will then require access to cashless petty cash system | | | | | |
| Competencies (Refer to UCT Competency Framework) | Competence | | Level | Competence | | Level |
| | Clinical Assessment | | 2 | Quality Assurance | | 2 |
| | Phlebotomy | | 2 | | | |
| | Computer literacy | | 2 | | | |
| | Management | | 2 | | | |

SCOPE OF RESPONSIBILITY

| | |
|--|--|
| Functions responsible for | Day to day clinical management of studies |
| Amount and kind of supervision received | Supported by managed by Site Project Manager and Research medical officers |
| Amount and kind of supervision exercised | Clinical Research Workers, Assistant Research Nurse |
| Decisions which can be made | Day to day management of studies and clinic activity |
| Decisions which must be referred | SAE, AEs and protocol deviations Staff conflict |