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

NOTES

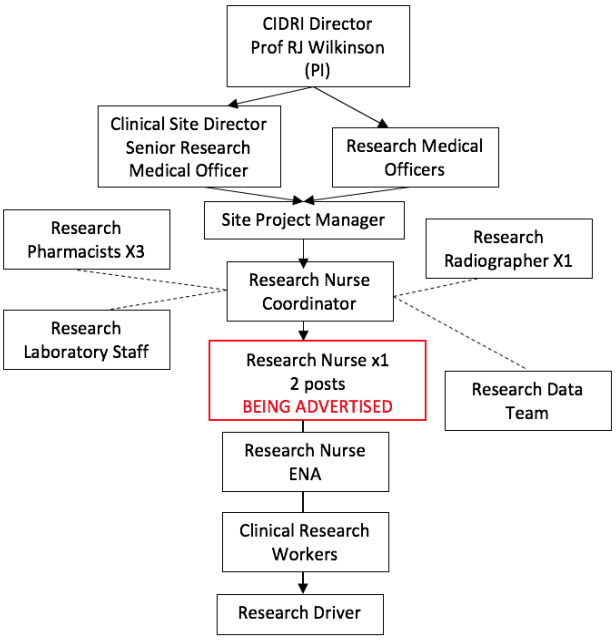
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research 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 • 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 • 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

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