



NOTES

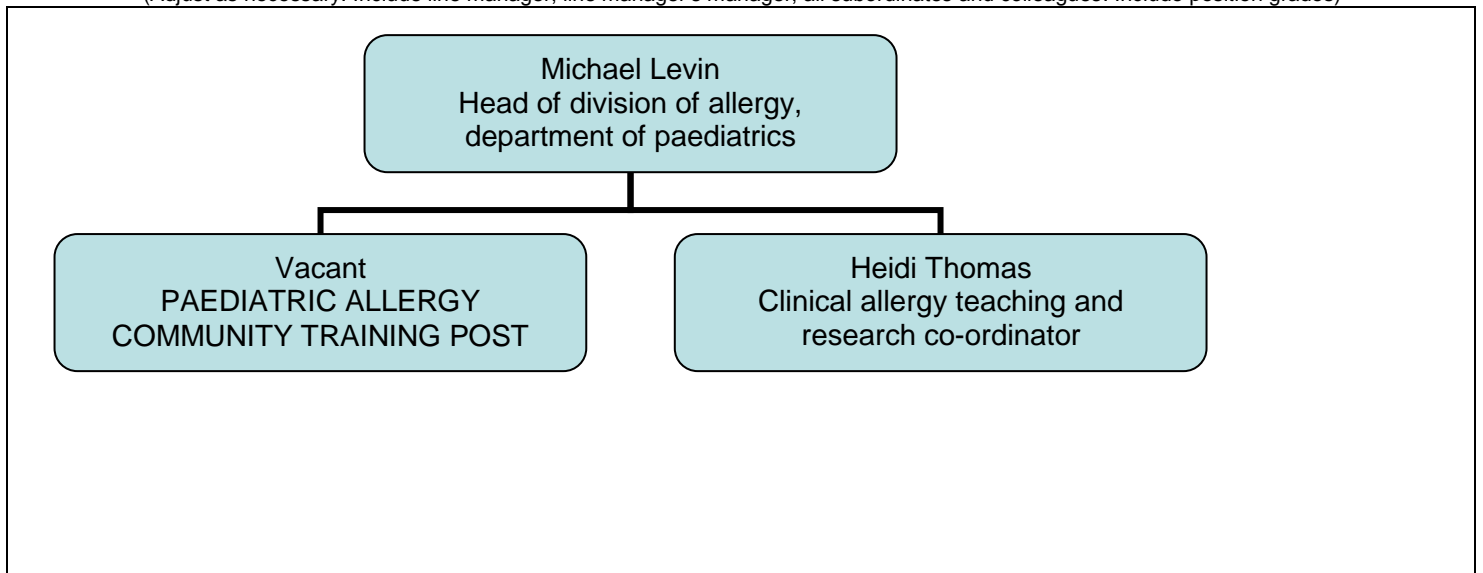
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Paediatrics		
Division / section	Allergy		
Date of compilation	7/9/2018		

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

- Managing and administering online allergy training for doctors, nurses, pharmacists and dieticians
- Delivery of allergy training via contact sessions to participants
- Outreach and support
- Allergy subspecialist outpatient clinics
- * Operational research

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	Online allergy training for doctors, nurses, pharmacists and dieticians	30	Designs content and administers training via online portal. Monitors sign ups.	Online training platform maintained and constant throughput of participants
2	Delivery of allergy training via contact sessions to participants	30	Design of content and delivery of lectures and practical allergy training sessions.	2 centralised contact sessions a year.
3	Outreach and support	20	Organising and providing outreach and support at primary and secondary health care facilities.	3-6 sites supported yearly.
4	Allergy subspecialist outpatient clinics	10	Provision of allergy services at subspecialist level once weekly.	Clinics attended weekly
5	Operational research	10	Research into operational and monitoring aspects of quality of education and support provided.	Establishment of processes and performing monitoring. Reports timeously.

MINIMUM REQUIREMENTS

Minimum qualifications	MBChB, FCPaed and Diploma			
Minimum experience (type and years)	1 years' experience in secondary and tertiary level paediatric allergy service provision and experience on allergy training at primary care			
Skills	Organisational, computer skills. Training and education skills. Performing spirometry, skin tests, management of allergic diseases. Training skills.			
Knowledge	All allergic diseases.			
Professional registration or license requirements	Registered with HPCSA.			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level

SCOPE OF RESPONSIBILITY

Functions responsible for	Maintenance of online training platform, direct contact sessions and outreach.
Amount and kind of supervision received	Weekly meetings with supervisor. Monthly meetings with project team.
Amount and kind of supervision exercised	Supervision of IT professionals working on online training platform
Decisions which can be made	Pertaining to time and duration of training.
Decisions which must be referred	Sites and individuals who will receive training

CONTACTS AND RELATIONSHIPS

Internal to UCT	Michael Levin. Head of Division.
External to UCT	Red Cross Hospital Trust: Helen Meintijes Provincial government of the Western Cape: Metro East and West secondary level paediatric heads Allergy Foundation of South Africa: Lynn Kampf