

NOTES

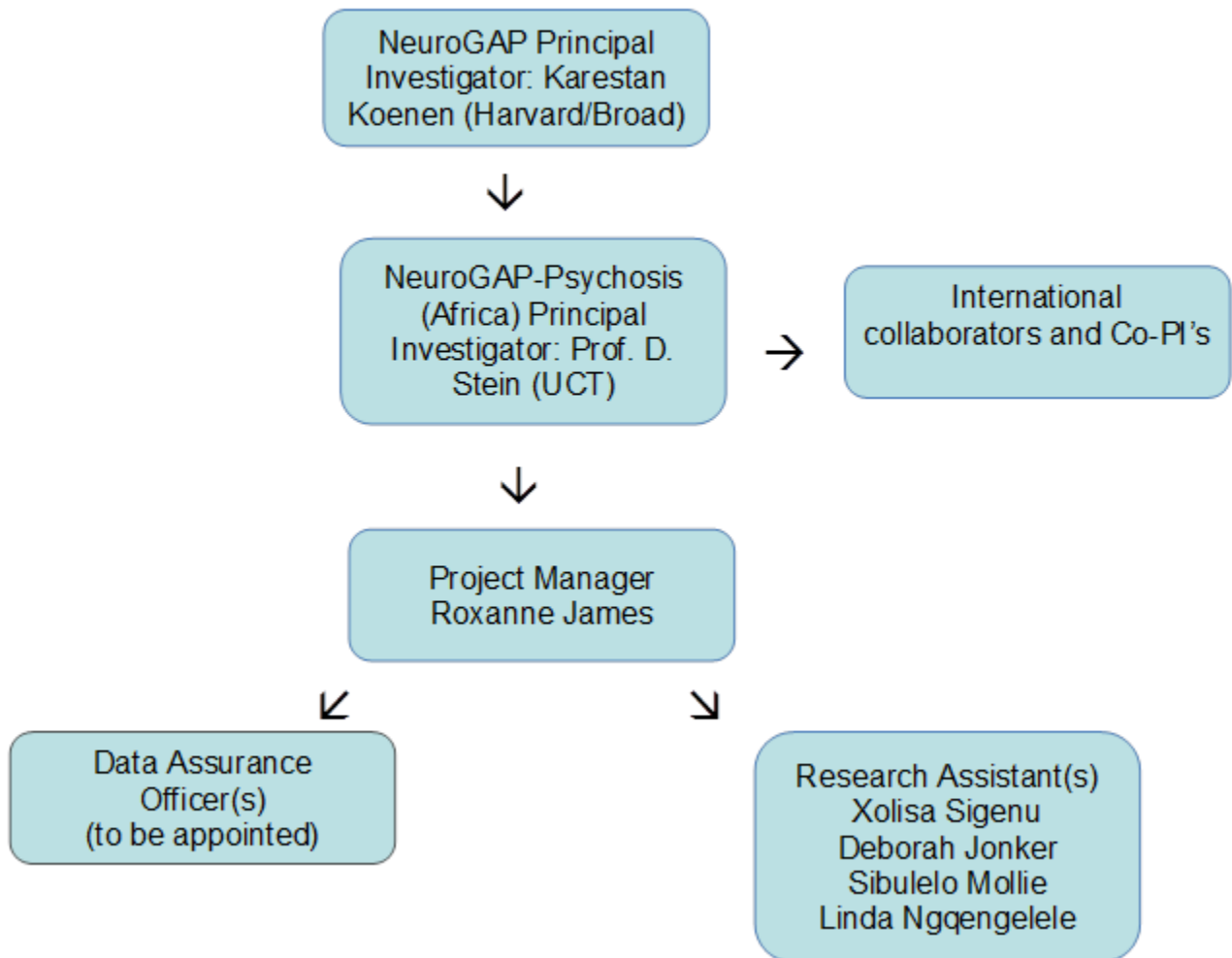
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Research Assistant
Job title (HR Practitioner to provide)	
Job grade (if known)	PC07
Academic faculty / PASS department	FHS
Academic department / PASS unit	Psychiatry and Mental Health
Division / section	Not Applicable
Date of compilation	10 November 2016 (updated on 18/04/2018)

ORGANOGRAM

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PURPOSE

The Neuropsychiatric Genetics of African Psychosis (NeuroGAP) study is a multi-site collaboration with the University of Cape Town, the Harvard/Broad Institute, in the United States, and the KEMRI-Wellcome trust research centre, in Kenya. This study will be funded in part by a U01 grant from the United States National Institute of Health and the Harvard/Broad Institute.

The study is structured around two disease groups: schizophrenia and bipolar disorder, grouped under the heading “psychotic disorders.” The reason for grouping schizophrenia and bipolar disorder is that there are high levels of genetic correlation between these two groups, based on existing data. Capacity building, including around research ethics, will be integrated into each of the study components. The project will collect genotypic and phenotypic data from 9600 participants from a number of sites in the Western and Eastern Cape.

The specific aims of the NeuroGAP project are to:

1. Expand knowledge of the genetic architecture of schizophrenia and bipolar disorder in Africa through large-scale sample collection, analysis and follow-up.
2. Increase understanding of the genetics of African populations
3. Enhance neuropsychiatric genetic research capacity in Africa through the training of scientists and support the development of locally led research programs.
4. The research assistant posts will receive funding from this grant. The incumbent will be working primarily from the offices of the Department of Psychiatry and Mental Health as well as the sites where participants will be recruited.

The incumbent has a clinical and/or research qualifications and experience. Prior experience with mental health patients would be advantageous. They need to be able to deal with patients with serious mental health problems.

The recruitment process starts with the incumbent identifying potential cases and/or controls. This will be done by liaising with clinical staff at hospitals and community health clinics. Presentation of information about the study to clinical staff and potential participants is necessary. A thorough informed consent process will be undertaken. A structured clinical interview will be done as well as other clinical instruments administered as approved by the PI from time to time. DNA will be collected

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Recruitment	60%	<ul style="list-style-type: none"> • Identify potential participants through liaising with clinic/ hospital staff and screening patient files • Inform participants about project • Full description of project, questions and answers about project, DNA collection and informed consent • Conduct Structured clinical interview • Collection of DNA by using specific saliva collection kits • Administering of additional pre-determined scales/questionnaires • Pay participant for participation 	Participants are recruited into the study
2	Supervision, training, reporting, planning	10%	<ul style="list-style-type: none"> • Regularly as prescribed by Project Manager • Feedback w.r.t. obstacles to recruitment as well as solutions generated • Supervised interviews with real patients • Feedback w.r.t. quality of clinical assessment and expected improvement in response • Regular training in relevant areas of psychiatry and genetics • Feedback on work quality and quality improvement 	This is a complex, multisite project and there are numerous ethical, safety and recruitment related problems as well as the use of a complicated structured interview. Ongoing supervision, training & feedback is done to ensure that everything is being performed according to the study protocol and that the research assistants have the knowledge and skills to execute their duties.
3	Communication	10%	<ul style="list-style-type: none"> • Present information about the study to nursing staff, potential participants and/or clinical management at facilities. • Regular communication with Project Manager on day-to-day recruitment matters 	Information about the study is disseminated in a clear manner to ensure that staff and participants are properly informed. Information on day-to-day activities to be relayed to Project Manager.

4	Administration	20%	<ul style="list-style-type: none"> • Organize and document the translation process of study instruments and pilot the translations • Assist with translation of instruments • Assist with Literature review • File and organize research materials • Provide administrative support including procurement of stationery and research materials and any other research administrative functions as required • Offering general research assistance as required by members of the research team 	Consistent attention to administrative tasks is of vital importance to ensure the smooth running of all aspects of the project
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MINIMUM REQUIREMENTS

Minimum qualifications	Bachelors level degree in psychology, nursing or a relevant field Fluent in English and one of Xhosa (first language preferable) or Afrikaans Driver's License
Minimum experience (type and years)	2 years research or clinical experience

COMPETENCIES

Competence	Level	Competence	Level
English	3	Team working skills	3
Clinical evaluation	3	Problem solving	2
Driving	2	Self-motivation	3
Additional language (Xhosa or Afrikaans)	3	Ability to work with cash	3