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

NOTES

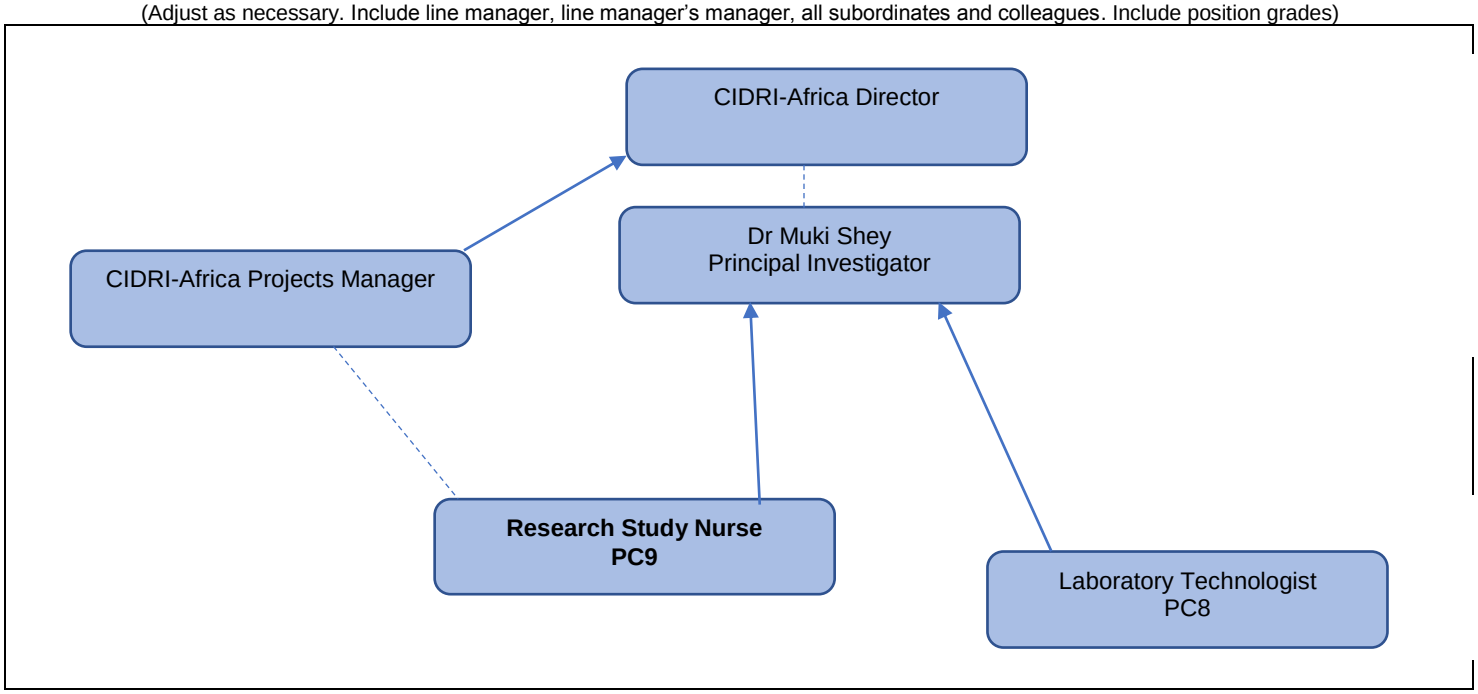
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Nurse Co-ordinator		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC9	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	IDM		
Division / section	CIDRI-Africa		
Date of compilation	30 November 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 post is to work as Research Nurse with coordination duties on the MAIT study to investigate immunological mechanisms of resistance to *Mycobacterium tuberculosis* infection. The Research Nurse is expected to drive between hospitals/clinics and the CIDRI-Africa laboratory at IDM, obtain informed consent, screen and recruit participants, collect blood, administer and measure the induration from the tuberculin skin test, and arrange and conduct follow up appointments. The Research Nurse will be involved in all aspects of the study as required, adhere strictly to the study protocol and GCP requirements including quality control, quality assurance and assisting with reporting to Ethics Committees.

Job descriptions cannot be exhaustive, and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Nursing tasks related to study participants	35%	Identify study participants and administer informed consent, administer PPD for the tuberculin skin test (TST) and measure skin induration 48-72 hours later, phlebotomy, completing participants' forms (electronic or hard copy), transporting or liaising with drivers regarding timeous transport of samples. Follow study protocol and Standard Operating Procedures (SOPs).	Work within the outlines of SOP's pertaining to study participants. TST to be correctly administered to all participants All relevant samples are obtained, correctly labeled and transported timeously to the laboratory. No (or minimal) Protocol and SOP deviations GCP standards maintained.
2	Completing the informed consent process and counseling of participants	20%	Review informed consents prior to use, to ensure appropriate language is appropriate. Completing the informed consent process. Ensuring the study is explained properly to participants. Ensuring that there is good understanding of the study procedures and revisiting these aspects when needed. Reviewing all informed consent documents after these are completed and ensuring these have been completed correctly.	The informed consent form will be followed closely and explained so that all participants will have good understanding of the study procedures. Any problems with the informed consent process will be identified and brought to the attention of the Principal Investigator timeously. GCP standards maintained.
3	Project Coordination: Day to day tasks	30%	Oversee the preparation of participant files. Ensure that all tasks are completed every day, ranging from completion of relevant study documentation, collection of relevant clinical samples. Coordination and follow-up of participants by booking appointments and following up missed visits.	There will be documented evidence that all study related procedures are completed at each time point for each paticipant. Keep lost to follow-up participants to the minimum There will be excellent communication with all staff members daily and everyone will be very clear on their daily tasks.
4	Quality Control	10%	Institute/implement SOPs for quality assurance and be an active participant in all aspect of quality data collection, Perform: • Screening and enrolment • Informed consent • Study documentation and completion of CRFs. Quality control and quality assurance systems	To ensure effective systems are in place to produce high quality data All aspects of the study screening and enrolment are adhered to Put in place systems to avoid repetition of errors and non-compliance
5	Meetings and training	5%	Set up study group meetings when necessary and create agendas. Identify training needs and ensure that own training is relevant	Study team will be aware of any new developments and progress of study. Training will be completed when appropriate

MINIMUM REQUIREMENTS

Minimum qualifications	Diploma in General Nursing			
Minimum experience (type and years)	3-years general nursing experience post community service 1 year research study coordination experience			
Skills	Clinical Nursing skills including phlebotomy Study coordination Excellent communication and interpersonal skills			
Knowledge	Understanding of clinical protocol Knowledge of the study procedures Accurate completion of study documents Good Clinical Practice Computer literacy			
Professional registration or license requirements	South African nursing Council (SANC)			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Ethical integrity Will be required to compensate participants and will then require access to cashless petty cash system			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Attention to detail	2	Clinical skills	2
	Staff management	2	Time management	2
	Project management	2		
	Good communication	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Nursing tasks related to study participants Perform the informed consent process and counseling of participants Study Coordination: Day to day tasks
Amount and kind of supervision received	Direction from study Principal investigator
Amount and kind of supervision exercised	There is no direct subordinate for this post but will be required to work together with the laboratory technologist to coordinate participant recruitment and sample collection/processing.
Decisions which can be made	Participant health Participant understanding – informed consent Completion of documents Scheduling of appointments
Decisions which must be referred	Any decision that involves deviation from study protocol

CONTACTS AND RELATIONSHIPS

Internal to UCT	Study team including Principal Investigator
External to UCT	Study participants at enrolment sites and Site managers