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

NOTES

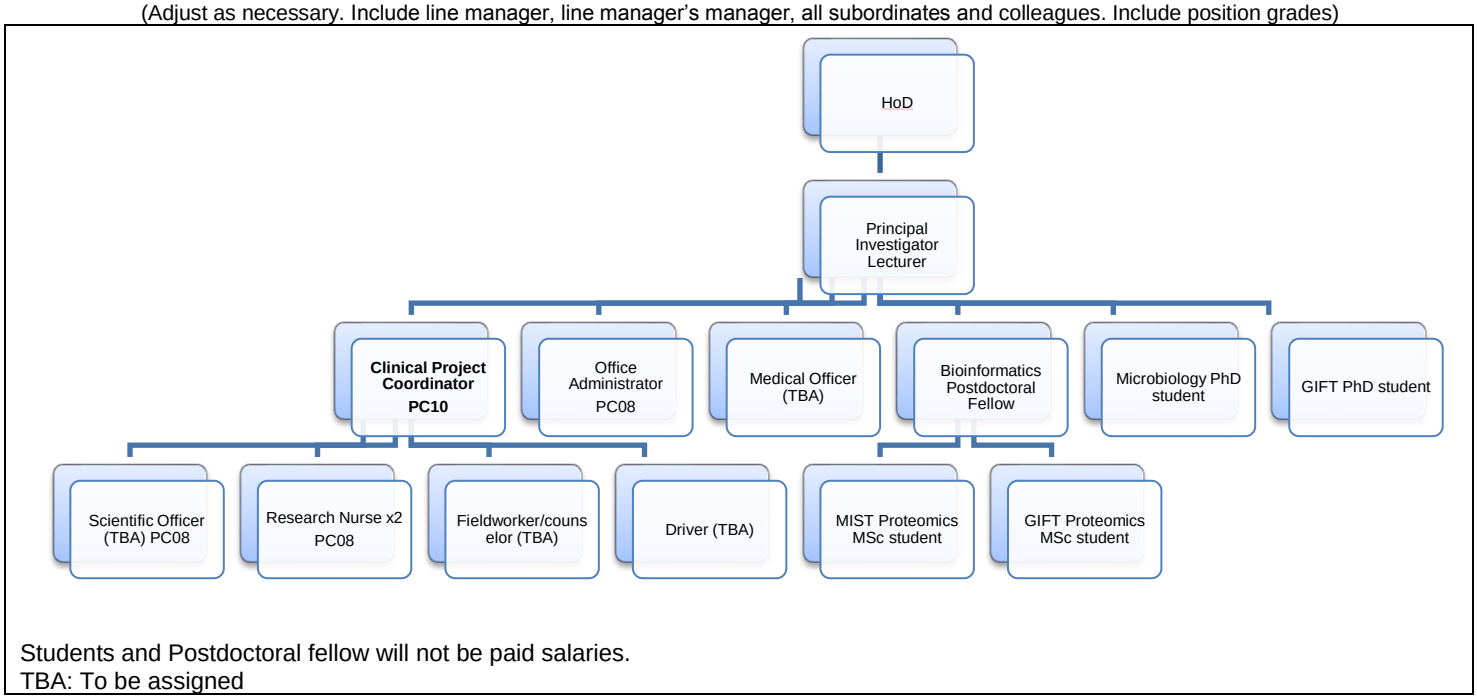
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Clinical Project Coordinator		
Job title (HR Practitioner to provide)	Project Coordinator		
Position grade (if known)	PC10	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Pathology		
Division / section	Medical Virology		
Date of compilation	17 October 2017		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



Students and Postdoctoral fellow will not be paid salaries.
TBA: To be assigned

PURPOSE

The main purpose of this position is to provide research (clinical and scientific) support to the Principal Investigator and to oversee ongoing and new research studies. The Clinical Project Coordinator will help to coordinate the clinical research studies by ensuring that study procedures are followed and will supervise the collection, processing and analyzing of clinical data and samples from clinical studies, manage clinical databases and analyze and interpret data. The Clinical Project Coordinator could assist with manuscript preparation, new grant and ethics applications, as well as grant and ethics reports, dependent on experience. The Clinical Project Coordinator will be responsible for supervising and managing a PC08 scientific officer, PC08 research nurses, a fieldworker/counselor and a Driver.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Manage and support clinical activities	40%	• Assist in developing and amending all study documentation as required (e.g. source documents, protocols, CRF, consent forms, questionnaires) • Oversee preparation of sample collection packs • Oversee procurement of site equipment and consumables • Be the custodian of all site registers e.g. equipment, stock, participant and staff registers • Ensure the study procedures are followed • Oversee and manage the screening, informed consent and enrolment of study participants • Ensure questionnaires are appropriately completed, samples are appropriately collected, transported and stored • Ensure effective and efficient management of participants during clinical visits and relevant procedures as a daily activity • Assist with recruitment and selection process for site staff and oversee the appointment process in liaison with UCT HR • Orientating and training site staff • Plan staff assignments and schedules together with the PI • Conduct bi-annual performance appraisals • Manage staff grievances, disciplinary issues and conflict resolution. • Point of contact (internal and external) • Communicate regularly with PI (in meetings and study reports) to keep her informed of site operations	• Project activities are executed • Effective assistance provided to the PI • PI is kept updated on key issues • Consent, enrolment and follow-up schedules are available and followed • All study procedures completed according to protocols, GCP and other ethics guidelines • Meetings conducted and minutes distributed • Study reports timeously submitted • Equipment and consumables available when needed • Study equipment is properly maintained and records are kept • UCT HR procedures are followed to ensure fair and transparent appointment of the right candidates • Staff and students are well orientated and trained to enable them to fulfil their duties and receive regular performance reviews
2	Manage and support laboratory activities	20%	• Supervise and assist with the processing, storage and analysis of clinical samples from clinical studies • Ensure the laboratory protocols are followed • Ensure that health and safety procedures are followed • Communicate regularly with PI to keep her informed of laboratory operations • Assist with the recruitment process for laboratory staff and oversee the appointment process in liaison with UCT HR • Assist with orientating and training laboratory staff and students • Manage student/staff grievances, disciplinary issues and conflict resolution.	• All samples processed, stored and analysed according to study protocol • All laboratory duties are done effectively and efficiently according to the protocol, SOPs and other standards • Study reports timeously submitted • PI is kept updated • UCT HR procedures are followed to ensure fair and transparent appointment of the right candidates • Staff and students are well orientated and trained to enable them to fulfil their duties and receive regular performance reviews

3	Project reporting	20%	• Assist with scientific manuscript preparation (dependent on experience) • Develop and deliver progress reports, final reports, proposals, requirements documentation and presentations • Coordinate, prepare and submit all HREC documentation (applications, renewals, amendments, final reports) • Responsible for donor visits and site audit/assessments planning • Manage regulatory authority applications and approvals necessary to conduct the studies and ensure reporting deadlines are met • Safety reporting of adverse events or study-related injury to ethics with support of PI	• Project progress reports available on a weekly basis • Ad hoc interim reports prepared as per request of the PI or funders • HREC approvals and progress reports submitted on time
4	Data management and analysis	10%	• Assist with clinical and scientific data processing and analysis • Maintain study databases and files • Manage study files, diaries and documents	• Study records and databases are accurate and kept up-to-date • Data analyzed and prepared for presentation • Relevant up-to-date study data and documentation available
5	Grants management	10%	• Assist with new research grant applications (dependent on experience) • Stay updated on relevant literature and grant opportunities and make recommendations on future projects, such as new research opportunities • Develop grant budgets • Manage and coordinate grant process from budget development, to C1, to final reports to sponsor and ensure grant compliance and all necessary deadlines are met. • Co-ordinate with UCT Contracts and Finance Departments to manage contracts and funds for awarded grants • Ensure adequate and appropriate use of funds as per funder and UCT policies and procedures. • Review financial reports to ensure that all costs for the period are correctly included and allocated and coordinate the process of correction when required.	• Assistance provided with grant writing • New relevant grant opportunities identified • Accurate and comprehensive grant budgets prepared • Timeous implementation of the grant process, ensuring that projects start on time, all deadlines are met and the clinical research sites are fully compliant • Timeous execution of contract and all subcontracts and relevant payments • Effective Post-Award management of all grants and projects and facilitate the UCT financial reporting process to sponsor, ensuring accurate and timeous project closure

MINIMUM REQUIREMENTS

Minimum qualifications	Masters degree in biological or medical sciences
Minimum experience (type and years)	Three years experience working in biological or medical research Two years experience coordinating or managing clinical research studies Two years experience supervising staff/students
Skills	Requirements: Excellent computer skills, including Microsoft Office software and clinical electronic database development and management Strong written and verbal communication skills Excellent organizational and logistical skills Ability to work independently as well as within a team Ability to work on multiple projects simultaneously Advantageous: Fluency in Xhosa Experience with research proposal development and academic writing
Knowledge	
Professional registration or license requirements	Current Good Clinical Practice (GCP) Certificate would be advantageous; Valid driver's license
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
Analytical thinking / Problem solving	2	Individual Leadership	2
Building interpersonal relationships	2	People management	2
Teamwork / collaboration	2	Resource management	3
Client/student service and support	2	University awareness	2
Communication	2	Planning and organizing / work management	3
Adaptability/flexibility	2	Written communication	2
Impact/Influence	2	Energy	2
Initiating action / initiative	2	Stress tolerance	3

SCOPE OF RESPONSIBILITY

Functions responsible for	The main purpose of this position is to provide research (clinical and scientific) support to the Principal Investigator and to oversee ongoing and new research studies. The Clinical Project Coordinator will help to coordinate the clinical research studies by ensuring that study procedures are followed and will supervise the collection, processing and analyzing of clinical data and samples from clinical studies, manage clinical databases and analyze and interpret data. The Clinical Project Coordinator could assist with manuscript preparation, new grant and ethics applications, as well as grant and ethics reports, dependent on experience. The Clinical Project Coordinator will be responsible for supervising and managing a PC08 scientific officer, PC08 research nurses and a fieldworker/counselor.
Amount and kind of supervision received	The incumbent will work closely with the PI to provide clinical, scientific and logistical research support; they will have weekly meetings and regular reports will be prepared by the incumbent.
Amount and kind of supervision exercised	The incumbent will supervise the project-related activities of laboratory and clinical staff.

Decisions which can be made	Daily logistical decisions
Decisions which must be referred	Any changes to the study protocol, any staff disciplinary issues

CONTACTS AND RELATIONSHIPS

Internal to UCT	
External to UCT	

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Line Manager				
HOD				