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

NOTES

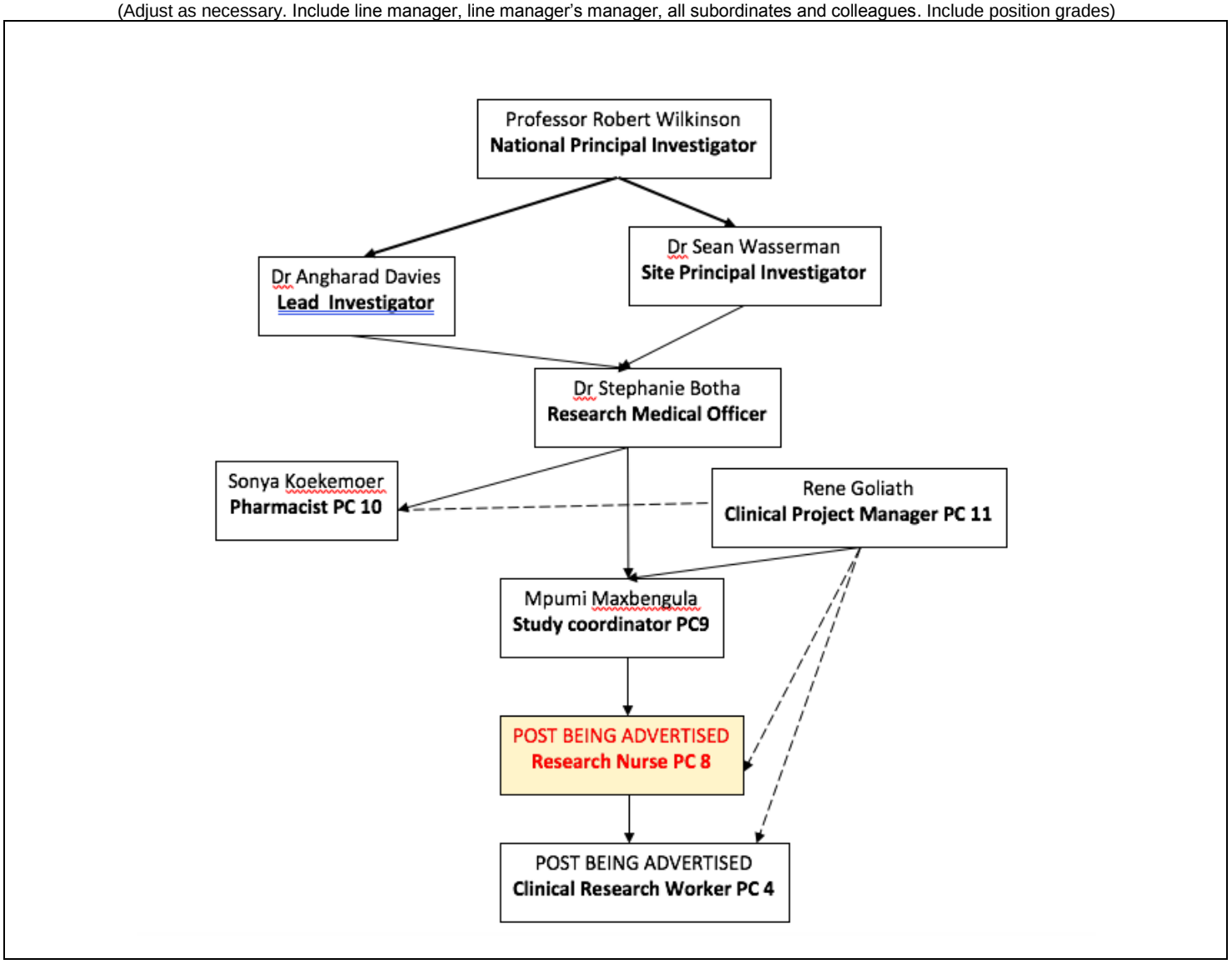
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

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	Health Sciences		
Academic department / PASS unit	IDM		
Division / section	CIDRI-Africa: Wilkinson		
Date of compilation	28 January 2019		

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 to fulfill the role as a professional nurse within the research domain, supporting studies being conducted within the group which include a Phase IIa clinical trial to test the safety of a novel treatment regimen in HIV-1 associated TB meningitis (LASER-TBM). This clinical trial is due to start in April 2019, recruiting from 5 sites across South Africa. We seek one full time research nurse to join a research team based between the three clinical sites in Cape Town; Groote Schuur Hospital, New Somerset Hospital and Mitchell's Plain Hospital. The successful candidates will work closely with the research medical officer, a trial pharmacist, clinical trial coordinator, site PIs and co-investigators. Their roles will entail the clinical assessment of trial participants, phlebotomy, drug administration, treatment monitoring. They will also be required to document clinical findings using study case report forms, enter information to a study database and report adverse events.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Informed Consent	10	○ To take informed consent from patients and accurately record the Informed Consent Process as part of ongoing consent, during follow-up. To keep participant motivated during study.	○ Good Quality Control process. ○ Maintain excellent retention ○ Full understanding of the relevant protocol ○ Work with in the ambit of the Clinical Quality Management Programme (CQMP)
2	Manage clinic bookings and clinic flow, clinical assessment of patients and conduct of study procedures	35	○ Use electronic booking system to keep the clinic bookings up to date ○ To screen, enroll and follow-up participants to the study; be proficient at phlebotomy and data and sample collection in accordance with the protocol and Standard Operating Procedures (SOPs); proactively manage the flow of participants through the clinic	○ Ensure relevant staff are able to plan for upcoming clinic visits ○ Safe clinical procedures ○ Full understanding of protocol and SOPs ○ Full understanding of general infection control practices ○ Minimizing participant time spent in the clinic while maximizing staff output
3	Recording and maintenance of trial records	30	○ To keep accurate records of all study activities including source documents and Case Report Forms in a timely manner and in accordance with protocol and Good Clinical Practice ○ Adhere to quality control checks of documents, report missing values/data	○ Daily checks done on all study documents completed ○ Work with in the ambit of the CQMP

4	Drug Administration	15	○ Ensure that all study drugs are administered as per study protocol and SOPs ○ Ensure good communication with team members including pharmacy colleagues	○ Effective drug administration ○ Effective teaching of participants with regard to drug side effects
5	Staff liaison and time management	5	○ Team liaison as per organogram ○ Ensure good communication with team members	○ Support of study coordinator and liaise with the rest of the study team. ○ Responsible timekeeping
6	Meeting and Training	5	○ Attendance of all training sessions as required by the sponsor and the group	○ Proficient in all SOPs. ○ Retraining were required ○ Good Clinical Practice certified ○ Basic Life Support certified

MINIMUM REQUIREMENTS

Minimum qualifications	Diploma or Degree in General Nursing Registration with SANC
Minimum experience (type and years)	3 years or more post qualification experience in hospital or clinic nursing care Knowledge of Good Clinical Practice Work permit if not South African
Skills	Clinical assessment of participants Phlebotomy and intravenous line insertion Basic Life Support Flexibility to work in a team and independently
Knowledge	Computer literacy Good Clinical Practice English and IsiXhosa – spoken and written
Professional registration or license requirements	SANC registration
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Valid driver's license

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Time Management	2	Punctuality	2
Accuracy in recording	2		
Good communication	2		
Attention to detail	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Recruitment and clinical evaluation of participants Informed consent Phlebotomy and intravenous line insertion Administration of research drugs (oral and intravenous) Managing participant flow
Amount and kind of supervision received	As directed by the lead investigator, trial co-ordinator, medical officers
Amount and kind of supervision exercised	Direction to the clinical research workers
Decisions which can be made	Clinical assessments and recruitment criteria
Decisions which must be referred	Adverse events

CONTACTS AND RELATIONSHIPS

Internal to UCT	Lead investigator, trial co-ordinator and medical officers
External to UCT	None