



## NOTES

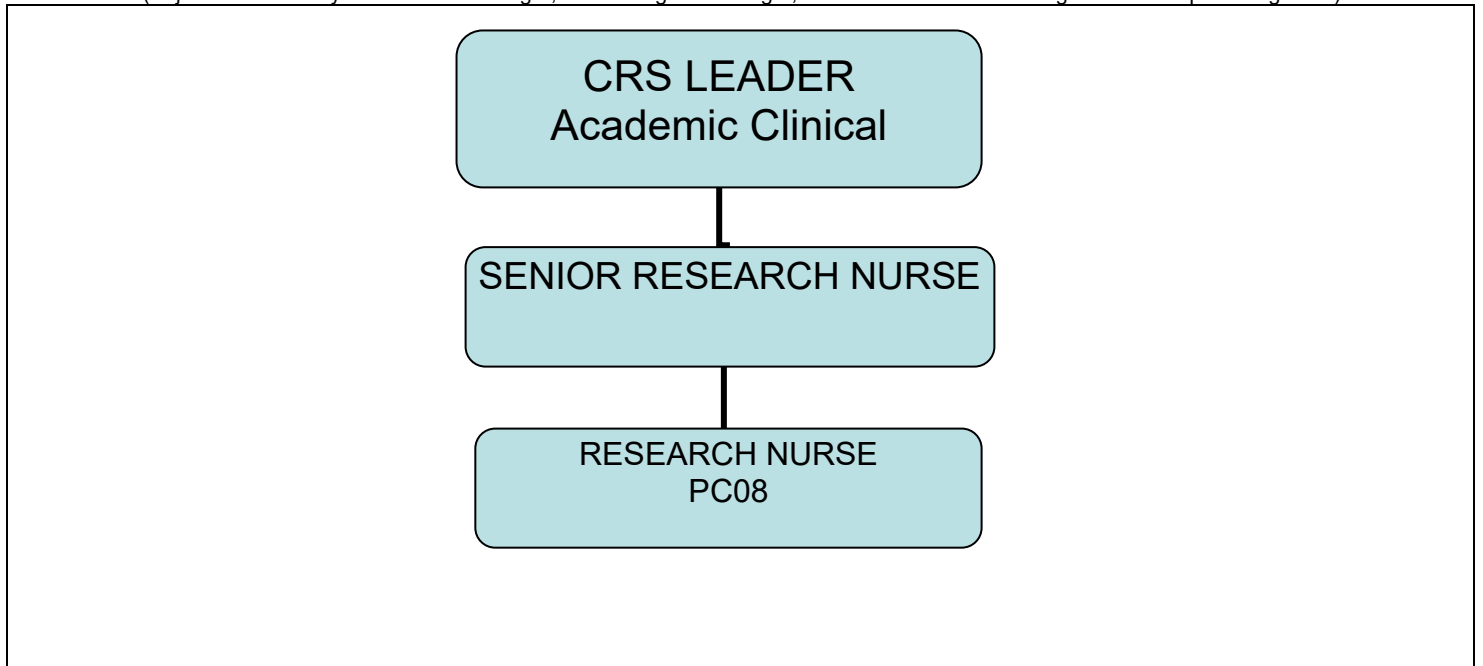
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Research nurse		
Job title (HR Business Partner to provide)	Research nurse		
Position grade (if known)	PC 8	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Department of Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation	August 2023		

## 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 perform clinical procedures on research participants according to the protocol requirements and Good Clinical Practice.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Clinical Procedures	40%	<p>Perform all clinical observations and procedures as required by research protocols and on request from medical officer/study coordinator (e.g., draw blood, swab, vital signs, etc.)</p> <p>Refer all related queries to medical staff and study coordinator.</p> <p>Assist Medical Officer or other clinic staff with procedures as requested.</p> <p>Ensure all clinical areas and equipment are maintained in good order.</p> <p>Provide participants with advice and guidance on basic medical conditions.</p> <p>Assist with triage of participants with possible Adverse Events or Expedited Adverse Events.</p>	<p>Study procedures are performed as per protocol requirements.</p> <p>Clinical procedures are performed as per South African Nursing Council standards.</p> <p>Clinical Research Associates are satisfied with site performance.</p>
2	Protocol- specific procedures	25%	<p>Oversee participant visits and ensure participants move through all study procedures efficiently.</p> <p>Manage the scheduled screening, consenting, enrolment and follow-up of participants including home visits if required.</p> <p>Perform participant interviews and counselling as per protocol requirements.</p> <p>Contact referral agencies where applicable</p>	<p>Recruitment and retention of participants as per study requirements.</p>

3	Laboratory support	10%	<p>Process samples (or liaise with the Laboratory Technician) and arrange collection by the appropriate laboratory as per protocol requirements.</p> <p>Maintain and record cold chain temperature.</p> <p>Assist laboratory staff with testing procedures and quality control when required.</p>	<p>Laboratory results are entered correctly into study documentation.</p> <p>Specimens are processed rapidly, accurately, and efficiently</p>
4	Study Administration	25%	<p>Assist Study Coordinators in clinic functions.</p> <p>Transcribe research data into case report forms as needed.</p> <p>Inform Study Coordinators of daily clinic progress.</p> <p>Participate in conference calls and meeting when required.</p> <p>Attend necessary training when required.</p> <p>Maintain participant records.</p> <p>Assist with quality control requirements when necessary.</p> <p>Assist in inventory, ordering and equipment management.</p>	<p>Activities performed according to Good Clinical Practice Standards.</p> <p>Supplies are available at all</p>

### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>Nursing degree / diploma</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>1 - 2 years nursing experience</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>Nursing, phlebotomy, rapid testing</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>Clinical knowledge essential, protocol, research, and HIV knowledge advantageous</li> </ul>			
Professional registration or license requirements	<ul style="list-style-type: none"> <li>South African Nursing Council</li> </ul>			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<ul style="list-style-type: none"> <li>None</li> </ul>			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Client Service	2	Communication	2
	Building Interpersonal relationships	2	Task related knowledge and skill	2
	Teamwork	2		

### SCOPE OF RESPONSIBILITY

Functions responsible for	Performing study procedures, data capturing, obtaining and processing samples
Amount and kind of supervision received	Daily supervision by clinicians
Amount and kind of supervision exercised	Managing the patients visit flow and driving protocol visits
Decisions which can be made	Day to day administrative decisions
Decisions which must be referred	Clinical decisions and adverse events