



University of Cape Town Lung Institute ALLERGY AND IMMUNOLOGY UNIT

STUDY COORDINATOR

The **Allergy and Immunology Unit (AIU)**, based at the University of Cape Town Lung Institute, requires applications for a **STUDY COORDINATOR*** on a **Fixed Term Contract**.

The Allergy and Immunology Unit was established in 2000 to provide state of the art clinical and laboratory services for the diagnosis and management of allergic and immune-based diseases, with a mission to transform lives of patients through innovative science and compassionate care.

Minimum Requirements:

- Certificate / Degree / Diploma in General Nursing or other medical field
- 2 - 5 years' experience in clinical research on multiple projects
- Good Clinical Practice Certification (advantageous)
- Keen interest in Research (particularly Allergy, Immunology and Dermatology)
- Computer Literacy (proficiency in Microsoft Office and electronic Data Management systems, email, internet)
- Valid Driver's License (essential)
- Fluency in English and a second language (Afrikaans and / or isiXhosa)
- Good interpersonal, communication and time management skills
- Excellent organisational skills

Responsibilities include (but not limited to):

- Screen participants for inclusion into studies using specified inclusion criteria
- Scheduling of participants for clinical examination and follow up (telephone and community visits)
- Perform all delegated study procedures, i.e. vital signs, electrocardiography's (ECG's), collect laboratory and pharmacokinetic (PK) biological specimens
- Prepare laboratory specimens for shipping or transporting to laboratory
- Management of participant records: maintain, retrieve and file according to study visits. This includes laboratory and procedure results
- Maintain applicable study logs (screening, enrolment, participant confidential identification log, AE tracking, etc.)
- Oversee all trial related activities for sites at both UCT Lung institute and Tertiary Cape hospitals where the unit operations
- Management / Co-ordination of study participants
- Interface with non-study routine clinical and nursing staff in hospitals
- Assist in drafting and updating of SOP's
- Study-related data capture and management
- Perform phlebotomy procedures and insertion of peripheral IV lines (if a nursing applicant)

Additional Information:

- 6 to 12-month Fixed Term Contract
- Working hours: 40 hours per week, Monday to Friday.

To apply, interested applicants are requested to submit a **Cover Letter** and **Updated Curriculum Vitae (CV)** including the names and contact information of two contactable references to: uctlrecruitment@uct.ac.za

Applications will only be accepted via email.

Telephone: 021 406 6882

Website: www.lunginstitute.co.za

Reference (in subject line): Study Coordinator: AIU

Closing Date: 15 September 2022

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

***Please Note:** This Position is not on UCT Conditions of Service.