



University of Cape Town Lung Institute CENTRE FOR LUNG INFECTION AND IMMUNITY

RESEARCH NURSE MANAGER

The **Centre for Lung Infection and Immunity (CLII)** (<http://www.lunginstitute.co.za>), invites applications for a **RESEARCH NURSE MANAGER** for appointment as soon as possible, on a **12-month Fixed Term Contract**.

CLII is based within the Division of Pulmonology in the Department of Medicine at UCT and is committed to the pursuit of excellence in research, treatment, training and prevention of TB in Southern Africa.

The purpose of this position is to provide overall coordination of day-to-day clinical trial activities and be responsible for strategically leading the clinical trial team (nurses, community health workers and drivers) to ensure that the objectives of the unit are achieved timeously and to a high standard.

Minimum Requirements:

- Degree or Diploma in General Nursing Science
- Registration with the South African Nursing Council (SANC)
- 5 - 10 years nursing experience
- At least 5 years' experience in a management or project coordination lead role, including the supervision of staff
- At least 3 years' research experience in community-based research
- Previous experience working within a large research team, preferably within a higher education environment
- Knowledge of Medical Terminology
- Knowledge and understanding of Labour Laws
- Knowledge of Good Clinical Practice (GCP) guidelines and clinical trial site processes
- Project Management experience
- Computer Literacy (MS Outlook, MS Word, MS Excel, MS PowerPoint, Internet and other database management systems)
- Valid Driver's License
- Credit and Criminal Clear

The following skills will be advantageous:

- 1 – 2 years clinical trial experience (advantageous)
- Valid GCP Certificate
- Senior Study Coordination experience

Attributes & Behaviours

- Excellent communication skills (written and verbal)
- Protocol implementation and management
- Excellent interpersonal, conflict resolution and problem solving skills
- Ability to coach and mentor staff
- Ability to read and interpret an SOP
- Strong organizational and coordination skills
- Ability to work independently and as part of a team
- Ability to work under pressure and in a fast-paced environment
- Ability to maintain the integrity of research studies
- Open-minded and always willing to learn
- Flexible; able and willing to make changes in work schedule
- High degree of confidentiality

Responsibilities include (but not limited to):

- Supervise nursing, community health workers and drivers in relation to study specific activities (i.e. set-up, implement and oversee work schedules and ensure required staff are allocated at research sites)
- Identify training and developmental needs of staff, and ensure all staff are adequately trained and have the relevant certification to perform required tasks
- Implement and ensure that appropriate tools (SOPs) are in place

- Manage attendance, employee relations, performance and disciplinary issues within team, with the support of HR
- Management of project logistics and processes
- Ensure development of recruitment tools and strategies according to protocol requirements to enhance patient numbers
- Manage and supervise all trial related activities for the specific site/study - enrolment, recruitment, informed consent
- Coordinate, monitor and train clinical sites with participating in the research
- Maintain project resources, including equipment, vehicles and related resource networks
- Ensure sufficient clinical stock is ordered and available
- Act as Liaison to investigator and key stakeholders at all project sites
- Assist QC team with external audits, monitoring visits and site visits.
- Participate in management meetings and present stats on study feasibilities and participant recruitment
- Meet with Research Nurse / discuss new strategies / study protocols when required
- Manage patient reimbursement (petty cash) for the relevant studies, with support of finance department
- Perform other research-related duties as assigned.

Additional Information:

- This position will be based in Cape Town
- Working hours 40 hours per week, Monday to Friday

Application Process:

To apply, interested applicants are requested to submit an [application form](#), Cover Letter and Updated CV to: clii-recruitment@uct.ac.za

Reference (in subject line): Nurse Manager: CLII-0004

Closing Date: 15 March 2023

Only shortlisted candidates, who **respond with the correct reference**, 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.**
