

NOTES

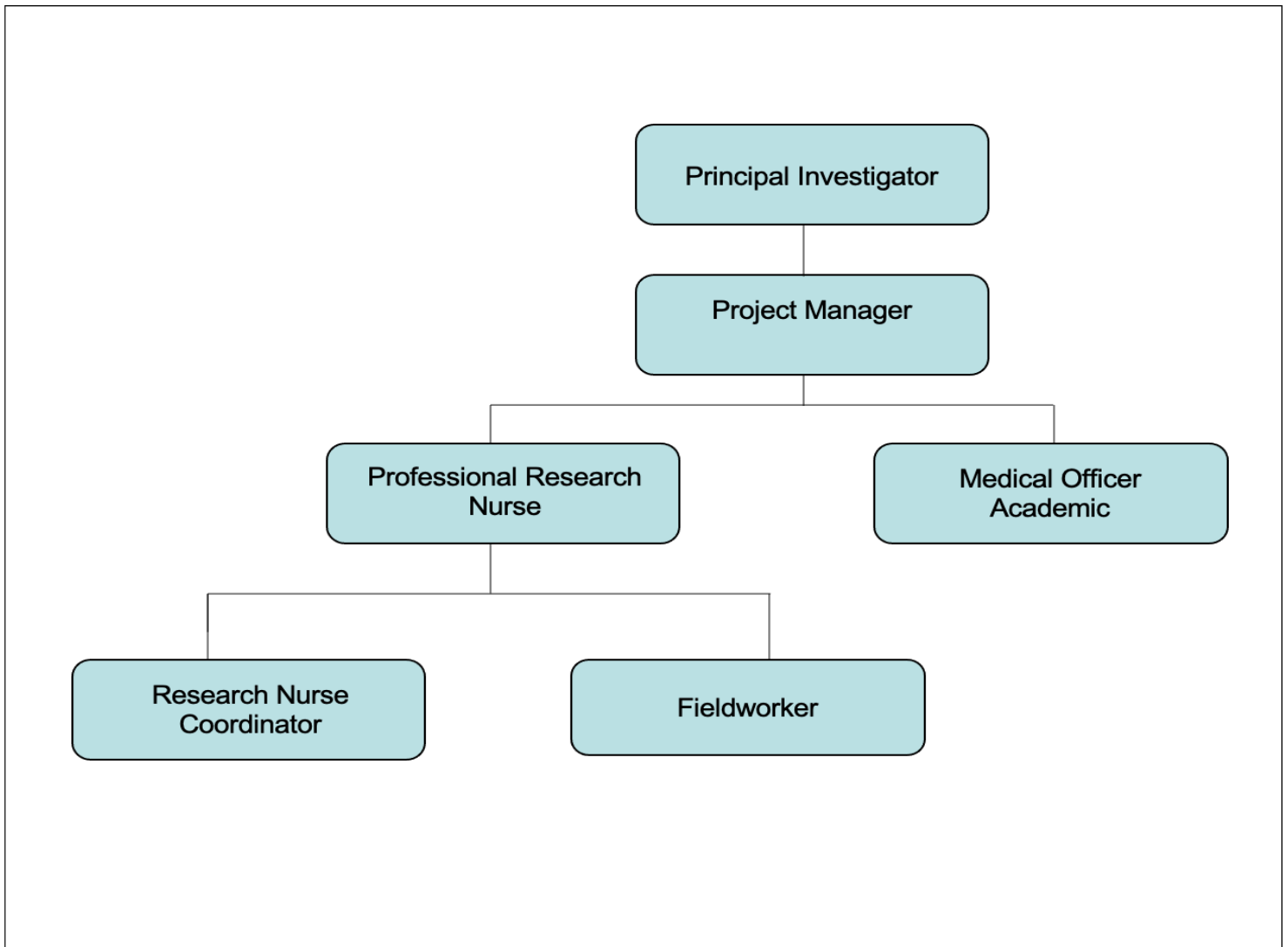
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Professional Research Nurse		
Job title (HR Practitioner to provide)	Research Administration Officer		
Position grade (if known)	PC 9	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Paediatrics and Child Health		
Division / section	SAMRC Unit for Child and Adolescent Health, Unit B11, RCWMCH		
Date of compilation	31 October 2022		

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 carry out nursing duties at selected facilities in Cape Town and Red Cross War Memorial Children's Hospital as part of research projects conducted at the SA MRC Unit for Child and Adolescent Health. The incumbent will work across multiple projects in the unit.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Perform clinical procedures and / or assist with procedures	35	History and physical examination Phlebotomy Induced Sputum Routine care of participants Assist with Lung Function tests Obtain urine, stool, and other samples Do investigations as indicated during inter-current illness Enter data on electronic device	Safe Clinical Procedures
2	Admin	20	Maintain inventory of study consumables for clinical care and investigations and order new supplies as needed Responsible for photocopier machine maintenance and ordering paper. Overlook participant's meal vouchers	Identify if any clinical stock is expiring and/or need to be ordered and place orders
3	Management of study records including results, quality control and any other research administrative functions as required	15	Ensure all investigations are done and results in CRFs and communicated to health providers as indicated. Ensure all CRFs are completed appropriately. Ensure follow up of participants Ensure routine care of participants directly or through optimal referral within health service Ensure optimal management of intercurrent illness in study participants Travel between and work at different study sites as required by study	Test results files Test results interpreted and managed appropriately Statistics compiled as per study requirements
4	Specimen Handling and Labelling	5	Preparation of bloods for long term storage i.e. spinning down of blood Oversee sample management, shipment and tracking; Regular liaising with NHLS for storage and shipment of samples	Successful shipment of specimens All samples received for processing Tracking log successfully submitted every day
5	Participant recruitment	10	Screen the wards for potential study participants	Good recruitment rates in line with historical rates

6	Support to health care services when possible	5	Provide PHC services to participants as support to existing health services as required Contact social workers and try to provide support if needed	PHC service at sites supported in terms of participant's health platform
7	Staff Supervision and training	5	Supervise staff in relation to study specific activities Coordinate staff training activities Manage staff with regard to leave, absenteeism, overtime Provide feedback on pilot and recommendations for study operations that may need revision	Training needs identified and relevant training delivered Performance assessments performed
8	Miscellaneous	5	Perform miscellaneous job-related duties as assigned and cover for other studies when needed; Perform tasks related to overall unit management, environmental health and safety, and sanitation Weekly and monthly stats reporting	Accurate weekly and monthly reports submitted to manager

MINIMUM REQUIREMENTS

Minimum qualifications	Diploma or Degree in Nursing,			
Minimum experience (type and years)	5-10 years experience in Paediatrics and Adolescents, and working with HIV & Tuberculosis (TB) paediatric patients			
Skills	Phlebotomy in children Induced sputum Communication skills Administrative skills Counselling skills Computer skills			
Knowledge	Good Clinical Practice Fluency in English and isiXhosa Computer Literacy			
Professional registration or license requirements	SANC registration as a Professional/Registered Nurse			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Experience in a research setting Proficiency with REDCap (electronic data entry tool) would be an advantage Fluency in one other official language			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Problem Solving	2	Teamwork/Collaboration	2
	Building interpersonal relationships	2	Safety awareness	2
	Communication	2	Planning and organizing/ work management	2
	Information management	2	Quality commitment/ work standards	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Clinical procedures, data quality control, clinical inventory management.
Amount and kind of supervision received	Moderate supervision from the line manager.
Amount and kind of supervision exercised	Supervision of Fieldworkers
Decisions which can be made	Restocking study consumables, printer queries.
Decisions which must be referred	SOP changes, changing CRFs, Data queries and all outside this remit.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Various UCT Departments - ICH lab, NHLS, Minolta
External to UCT	Participants and caregivers