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

NOTES

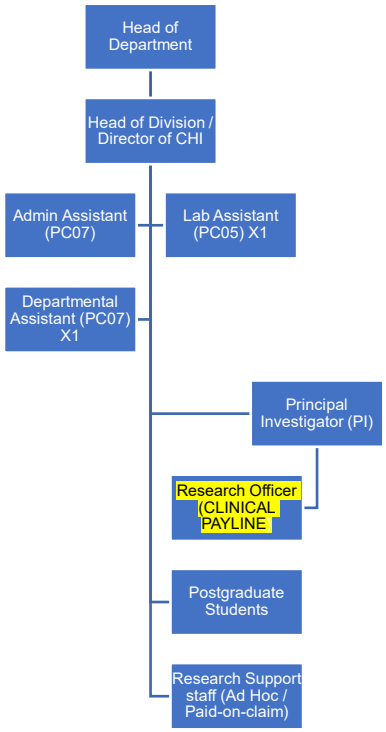
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Officer (CLINICAL PAYLINE)		
Job title (HR Practitioner to provide)	*MO GRADE 1, NOTCH 1*		
Position grade (if known)	Lecturer – clinical	Date last graded (if known)	December 2021
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Department of Medicine		
Division / section	Cape Heart Institute (CHI)		
Date of compilation	December 2021; update 06 October 2023		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The research officer (clinical payline) will work closely with Professor Karen Sliwa, director of the Cape Heart Institute, specifically with the Heart of Africa and Cardiac Disease in Maternity research groups (principle investigator Prof. Karen Sliwa). Core functioning roles include:

a) To assist with clinical research logistics, ethical approvals, attaining import/export permits and receiving serum samples and its' storage in -80 degree freezers.
b) To assist with clinical data collection, data entry and management; and oversee several local and African research projects.
c) To assist with manuscript preparation, e.g. figure composition.
d) To assist with tasks pertaining to small local clinical trials which would include assisting with the management of patient care.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	**Administration**	50%	• Ensure the smooth running of the research tasks, including but not limited to, acquiring ethic approvals, managing import/export permits, maintaining project files, overseeing the transport and storage of samples, managing the servicing of -80-degree freezers, etc.	• Effective administrative systems implemented to ensure smooth running of African research studies. • Up to date ethics approvals and import/export permits
2	**Data Management**	20%	• Produce routine and ad hoc data reports, queries and extracts as required by the PI as well as in support of data quality. • Follow through on data collection until completion e.g. via RedCap data platform	• Good communication with research sites. • Aim at < 10% loss of follow up.
3	**Networking**	10%	• Network with relevant project stakeholders. • Prepare communications material for relevant meetings. • Oversight of several local and African research projects.	• Research team members are informed of project progress and new developments
4	**Research**	10%	• Conducts relevant research tasks; for example, preparation of research articles, conference posters and presentations and relevant reports on request from PI. • Support the research and academic needs of the PI	• Excellent skills in PowerPoint and use of Biorender drawing programs within 6 months of starting the position.
5	**Obtaining and transporting samples**	5%	• May need to conduct or oversee all necessary study procedures like phlebotomy and collection of any other clinical samples as clinically indicated or required by the protocol. • Transport of clinical specimens to the laboratory from the clinical site if required.	• Study procedures performed as required by protocol
6	**Training and meeting attendance and participation**	5%	• Attend study and academic meetings and training as required, and to prepare for and present at the training sessions. • Presentation of research findings at meetings at the clinical research site and CHI	• Self-development • Clinical, laboratory and academic information is exchanged between research staff

MINIMUM REQUIREMENTS

Minimum qualifications	**Requirement:** • MBChB/ MBBCh degree
Minimum experience (type and years)	**Requirement:** • Completed community service – to be completed by December 2023 • Ability to work independently as well as within a team. • Own Malpractice Insurance with relevant bodies e.g., MPS • Previous research experience – e.g. previous publications, abstracts, Honours, Master's or PHD. • Current accredited (GCP) certificate or willingness to obtain within a month of starting the position. The following will be considered advantageous: • Previous working experience with the following software: RedCap and Biorender • Track record of successfully working in a multidisciplinary clinical team • Demonstrable organizational and logistical skills
Skills	**Requirement:** • Computer literate: PowerPoint proficiency and high-level word-processing skills • Good communication and interpersonal skills
Knowledge	**Requirement:** • Ethical requirements for studies and protocol development
Professional registration or license requirements	**Requirement:** • Current HPCSA registration
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	• Valid work permit for South Africa if non-South African **Advantageous:** • Experience working in clinical research and clinical trials. • Experience in writing reports and analyzing data

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Management skills	2	Teaching skills	2
Teamwork/collaboration	2	Formal Presentation skills	2
Effective communication	2	Problem solving	2
Professional knowledge and skill	2	Decision making/ judgment	2

SCOPE OF RESPONSIBILITY

Functions responsible for	a) Organisation of clinical research and related tasks, obtaining import/export licenses, obtaining ethical clearances, and receiving, supervising, and managing sample storage. b) The administration, entry, and gathering of clinical data, as well as overseeing various regional and international research initiatives. c) To assist with duties relating to small local clinical studies, such as managing patient care d) To help with the presentations and figure creation for upcoming manuscripts. e) Communication with clinical team, trial staff, and sponsor.
Amount and kind of supervision received	Supportive administrative and clinical supervision.
Amount and kind of supervision exercised	Upscaling knowledge of PHD and master's students on the ethics of research projects.
Decisions which can be made	Communication within clinical team. Decisions involving performance of trial procedures and specimen collection (within limits of protocol and SOPs).