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

NOTES

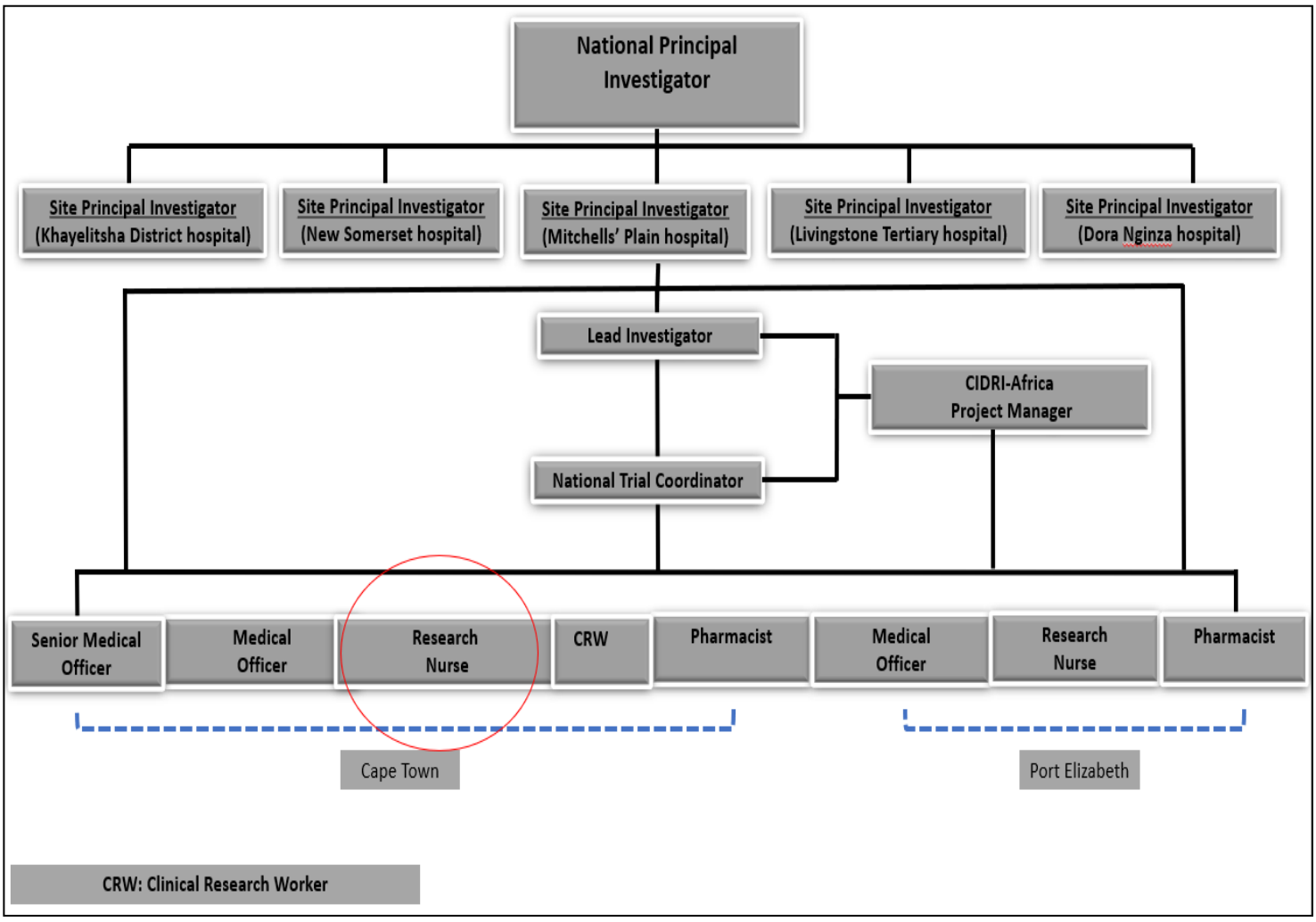
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	**Research Nurse**		
Job title (HR Business Partner to provide)			
Position grade (if known)	**PC 8**	Date last graded (if known)	
Academic faculty / PASS department	**Faculty of Health Sciences**		
Academic department / PASS unit	**Institute of Infectious Diseases and Molecular Medicine (IDM)**		
Division / section	**(CIDRI-Africa)**		
Date of compilation	**October 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:

The main purpose of this position is to fulfil the role as a professional nurse within the research domain, supporting studies among others the INTENSE-TBM trial being conducted within the group. This is a multicentre phase III clinical trial to test the efficacy of a novel treatment regime in TB meningitis. This clinical trial commenced recruitment in 2021, recruiting from 5 sites across South Africa. We seek one full-time research nurse to join a research team based between three clinical recruiting sites in Cape Town: New Somerset Hospital, Khayelitsha Hospital, and Mitchell's Plain Hospital; with three additional sites generally used for participant follow-up visits: Brooklyn Chest Hospital, DP Marais Hospital, and Groote Schuur Hospital.

The successful candidate will work closely with the research medical officers, trial pharmacists, clinical trial coordinator, a clinical research worker, site PIs and co- investigators. His/her role will include the clinical assessment of trial participants, phlebotomy, sample processing and transportation, drug administration (oral and intravenously), treatment monitoring, and consenting of participants, among other things. (S)he will also be required to document clinical findings using study case report forms, enter information to a study database and play a role in quality control.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Informed Consent	10	Conduct informed consent from patients and accurately record the Informed Consent Process as part of ongoing consent, during follow-up. To keep participant motivated during the study.	Good Quality Control process Maintain excellent participant retention. Full understanding of the relevant protocol Work within the ambit of the Clinical Quality| Management Plans (CQMP)
2	Manage clinic bookings and clinic flow, clinical assessment of patients and conduct of study procedures	40	To screen, enrol and follow-up participants to the study. To be proficient at phlebotomy and data and sample collection in accordance with the protocol and Standard Operating Procedures (SOP); To proactively manage the flow of participants through the clinic. To use electronic booking system to keep the clinic bookings up to date	Ensure relevant staff are able to plan for upcoming clinic visits Safe clinical procedures Full understanding of protocol and SOPs Full understanding of general infection control practices Minimizing participant time spent in the clinic while maximizing staff output
3	Recording and maintenance of trial records and stock	20	To keep accurate records of all study activities including source documents and CRFs in a timely manner and in accordance with protocol and GCP Adhere to quality control checks of documents, report missing values/data. Manage available stock on sites and order new stock timely	Daily checks done on all study documents completed Work within the ambit of the CQMP Always sufficient study materials available on site
4	Drug Administration	10	Ensure that all study drugs are administered as per study protocol, SOPs and SSPs Ensure good communication with team members including pharmacy colleagues	Effective drug administration Effective teaching of participants with regard to drug side effects
5	Staff liaison and time management	5	Team liaison as per organogram Ensure good communication with team members	Support of study co-ordinator and liaise with the rest of the study team. Responsible timekeeping
6	Meeting and Training	5	Attendance of all training sessions as required by the sponsor and the group	Proficient in all SSPs and SOPs. Retraining where required GCP certified Basic Life Support certified

7	Sample processing and transportation	10	Collection/processing of blood and CSF samples Transportation to relevant laboratories	Proficiency in phlebotomy Ensure timely arrival of samples in the lab

MINIMUM REQUIREMENTS

Minimum qualifications	Diploma or Degree in general Nursing Registration with SANC
Minimum experience (type and years)	3 years or more post qualification experience in hospital or clinic nursing care Experience in secondary health care system
Skills	Clinical assessment of participants Phlebotomy Intravenous line insertion Administering of oral and intravenous medications Basic Life Support Flexibility to work in a team and independently
Knowledge	Computer literacy Good Clinical Practice Fluency in written and spoken English and IsiXhosa
Professional registration or license requirements	SANC registration
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Valid driver's license, own transport (obligatory) Work permit if not South African Honesty to handle finances

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Time Management	2	Punctuality	2
Accuracy in recording	2		
Good communication	2		
Attention to detail	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Recruitment and clinical evaluation of participants Informed consent Phlebotomy and Intravenous line insertion Administration of research drugs Managing participant flow Transportation of lab specimens
Amount and kind of supervision received	As directed by the lead investigator, trial co-ordinator, medical officers
Amount and kind of supervision exercised	Direction to the clinical research workers
Decisions which can be made	Clinical assessments and recruitment criteria
Decisions which must be referred	Adverse events

CONTACTS AND RELATIONSHIPS

Internal to UCT	Medical officers and trial co-ordinator
External to UCT	Study monitors and external auditors and study teams at collaborating multi-centre sites