HR191	**POSITION DESCRIPTION**	

NOTES

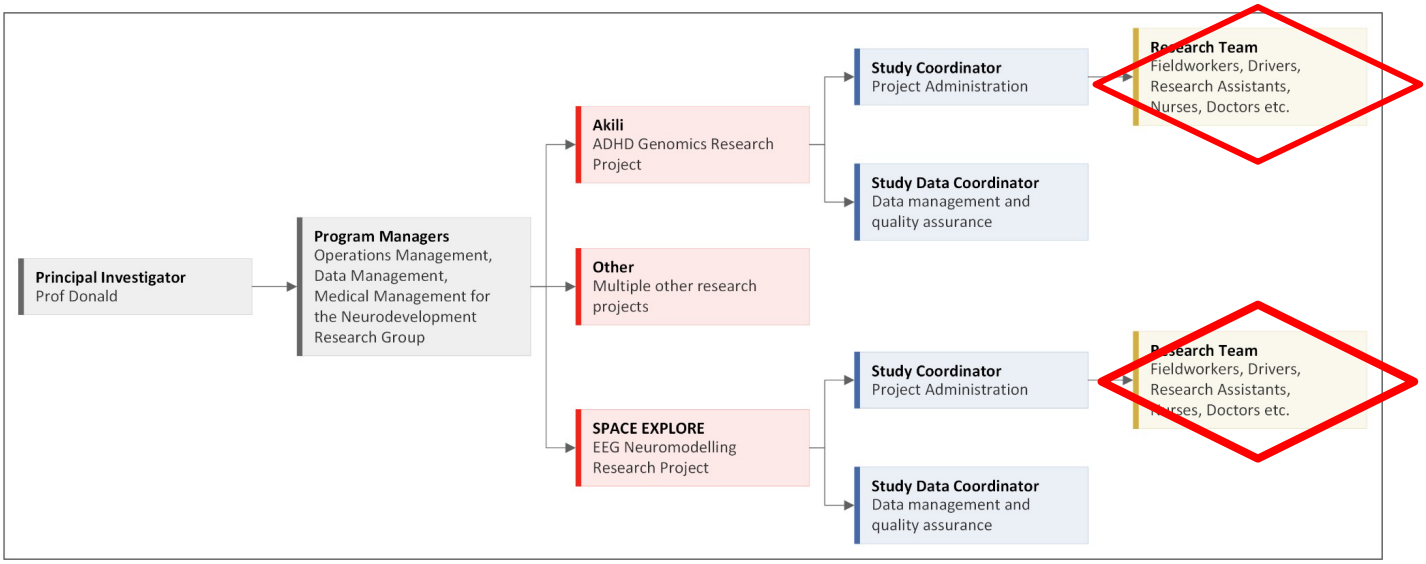
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Assistant		
Job title (HR Business Partner to provide)	Research Assistant		
Position grade (if known)	PC07	Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Paediatrics and Child Health		
Division / section	Neurodevelopment Research Group - Dev Med: Admin		
Date of compilation	23 November 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 to assist in the collection and organization, of data collection related to one of the two studies listed below. The role involves working closely with the research team, healthcare professionals, and study participants to ensure accurate and timely data collection while adhering to ethical guidelines and protocols.

CONTENT

Key performance areas		**% of time spent**	**Inputs** (Responsibilities / activities / processes/ methods used)	**Outputs** (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	*Administrative Support*	20%	Managing participant schedules, ensuring timely administration of questionnaires, and keeping track of completed surveys. Collaborate with the research team to support various aspects of the study, such as preparing materials, scheduling appointments, and coordinating with clinical staff.	Appointments are timeously scheduled, documents are available, and enrollment targets are on track.
2	*Participant Recruitment*	30%	Clearly explain the purpose of the study and the questionnaire to participants. Clear communication helps in obtaining informed consent and ensuring participants understand the questions. Assist in the recruitment and screening of eligible participants for the study, ensuring adherence to inclusion and exclusion criteria. Ensure adherence to ethical guidelines, regulatory requirements, and institutional policies throughout the research process. Maintain documentation of all procedures and obtained consents.	Participants are well informed of the study and recruitment processes are followed maintaining ethical considerations.
3	*Data Collection*	45%	Conduct data collection procedures according to the study protocols, which may include patient interviews, administering surveys, and obtaining medical histories.	Data collected, ensuring quality and integrity while following ethical guidelines.

			Precision in administering the questionnaire to avoid errors or missing data. Ensuring all questions are answered properly and data is accurately recorded. Creating a comfortable environment for participants to encourage open and honest responses. Being empathetic and sensitive to participants' needs or concerns is crucial. Accurately recording responses and managing data in a systematic way to ensure its integrity. Accurately enter and maintain collected data in databases or electronic systems. Organize and manage data in compliance with confidentiality and regulatory requirements. Perform quality checks on collected data to ensure accuracy and completeness. Identify and report any discrepancies or issues to the research team. Communicate effectively with study participants, healthcare professionals, and other team members. Assist in the preparation of reports, presentations, and documentation as needed.	
4	*Training and Development*	5%	Stay updated on relevant research methodologies, protocols, and procedures. Participate in training sessions and contribute to the improvement of data collection processes.	Infomed of current research SOPs.

MINIMUM REQUIREMENTS

Minimum qualifications	Undergraduate qualification in a relevant field (e.g., Social sciences, Psychology, Public Health, or related discipline) **Advantageous:** Postgraduate training or qualification in Psychology, Public Health, Neuropsychology or related discipline.
Minimum experience (type and years)	Experience in and/or demonstrated interest in working with children and their caregivers. Previous experience in collecting data for clinical research

	Familiarity and/or experience with psychometric or qualitative assessment tools specific to pediatric research, such as developmental screening tools, standardized behavioural, cognitive or psychosocial assessments.
Skills	Fluent in English and one of the following languages: isiXhosa or Afrikaans Excellent interpersonal and communication skills (both written and oral) Strong attention to detail and ability to work both independently and collaboratively within a team. Ability to follow standardized protocols and procedures for questionnaire administration to maintain consistency and validity in data collection. Ability to address unexpected situations or challenges that may arise during the administration of questionnaires. Flexibility to adapt methods if necessary without compromising the integrity of the study, and flexibility in scheduling assessments to accommodate families' needs. **Advantageous:** Proficiency in using data collection tools or software (i.e. REDCap).
Knowledge	Demonstrated understanding of clinical research regulations, GCP (Good Clinical Practice or equivalent), and ethical guidelines. Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse participants. Demonstrated understanding of empathy, patience, and sensitivity to the needs and emotions of both children and caregivers.
Professional registration or license requirements	Nil.
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Nil.

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Problem solving	1	Quality commitment	1
	Building interpersonal relationships	1	Teamwork	1
	Communication	1	Resource management	1
	Planning and organizing	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Collecting data for clinical research Recruiting and booking research participants clinical appointments Preparing, Printing and Photocopying study materials for research participants
Amount and kind of supervision received	Supervised by Project Administrator and Program Manager
Amount and kind of supervision exercised	Day-to-day needs of data collection
Decisions which can be made	Inclusion or exclusion of research participants based on SOPs

Decisions which must be referred	Identified challenges or obstacles faced

CONTACTS AND RELATIONSHIPS

Internal to UCT	Neurodevelopment Group Research team
External to UCT	Research participants