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| HR191 | POSITION DESCRIPTION | |
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NOTES

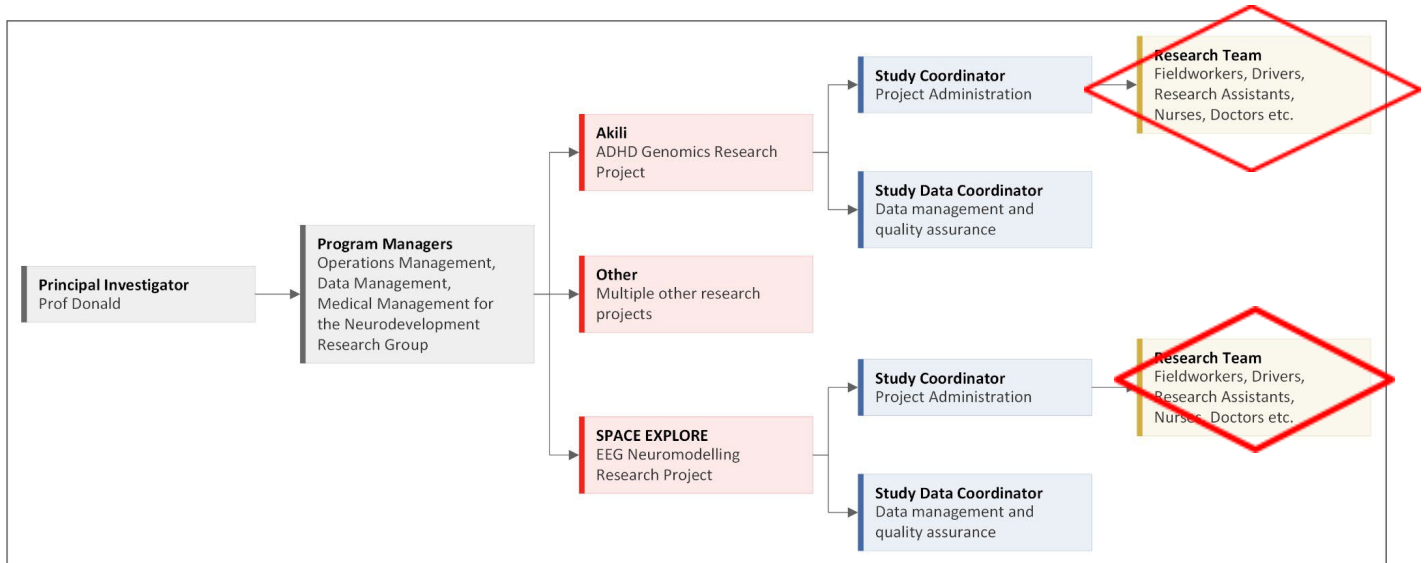
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

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| Position title | Research Nurse | | |
| Job title (HR Business Partner to provide) | Research Nurse | | |
| Position grade (if known) | PC08 | 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% | <p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p> | <p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p> |
| 1 | <i>Administrative Support</i> | 20% | <p>Managing participant schedules, ensuring timely administration of questionnaires, and keeping track of completed surveys.</p> <p>Collaborate with the research team to support various aspects of the study, such as preparing materials, scheduling appointments, and coordinating with clinical staff.</p> | <p>Appointments are timeously scheudled, documents are available, and enrollment targets are on track.</p> |
| 2 | <i>Participant Recruitment</i> | 30% | <p>Creating a comfortable environment for participants to encourage open and honest responses. Being empathetic and sensitive to participants' needs or concerns is crucial.</p> <p>Accurately recording responses and managing data in a systematic way to ensure its integrity.</p> <p>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.</p> <p>Assist in the recruitment and screening of eligible participants for the study, ensuring adherence to inclusion and exclusion criteria.</p> | <p>Participants are well informed of the study and recruitment processes are followed, maintaining ethical considerations.</p> |

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| | | | Ensure adherence to ethical guidelines, regulatory requirements, and institutional policies throughout the research process. Maintain documentation of all procedures and obtained consents. | |
| 3 | <i>Data Collection</i> | 45% | <p>Conduct data collection procedures according to the study protocols, which includes standardized behavioural, cognitive or psychosocial questionnaires. <i>*you will be trained on the job in the tools which will be used in this study.</i></p> <p>Conduct structured clinical interviews, including clinical physical examinations and medical histories</p> <p>Collect biological samples from both children and their parents (e.g. blood, saliva, urine, etc.)</p> <p>Precision in administering the questionnaire to avoid errors or missing data. Ensuring all questions are answered properly and data is accurately recorded.</p> <p>Accurately enter and maintain collected data in databases or electronic systems.</p> <p>Perform quality checks on collected data to ensure accuracy and completeness. Identify and report any discrepancies or issues to the research team.</p> | Data collection activities are completed in an accurate and reliable manner. |
| 4 | <i>Training and Development</i> | 5% | Stay updated on relevant research methodologies, protocols, and procedures. Participate in training sessions and contribute to the improvement of data collection processes. | Informed of current research SOPs. |

MINIMUM REQUIREMENTS

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| Minimum qualifications | <p>Nursing Degree as a registered nurse/midwife (RN/M)</p> <p>Current registration with the South African Nursing Council (SANC)</p> <p>Advantageous:</p> <p>Training as a specialist registered nurse/midwife</p> |
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| Minimum experience (type and years) | <p>Experience in and/or demonstrated interest in working with children and their caregivers</p> <p>Experience in clinical research and/or clinical data collection</p> <p>Advantageous:</p> <p>Experience in working with children with a developmental delay (e.g. ADHD, ASD, intellectual disability etc.) and/or experience in working with neonates and infants.</p> <p>Formal training in clinical research regulations, GCP (Good Clinical Practice or equivalent), and research ethical guidelines.</p> | | | |
| Skills | <p>Excellent interpersonal and communication skills (both written and oral)</p> <p>Fluent in English and one of the following languages: isiXhosa or Afrikaans</p> <p>Ability to multitask and prioritize tasks effectively in a fast-paced environment.</p> <p>Ability to follow standardized protocols and procedures for questionnaire administration to maintain consistency and validity in data collection.</p> <p>Advantageous:</p> <p>Proficiency in using data collection tools or software (i.e. REDCap).</p> | | | |
| Knowledge | <p>Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse participants.</p> <p>Demonstrated commitment to ethical conduct, patient safety, and maintaining confidentiality.</p> <p>Advantageous:</p> <p>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. <i>*you will be trained on the job in the tools which will be used in this study</i></p> | | | |
| Professional registration or license requirements | Current registration with the South African Nursing Council (SANC) | | | |
| 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 |
| | Work management | 1 | University awareness | 1 |

SCOPE OF RESPONSIBILITY

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| Functions responsible for | <p>Collecting data for clinical research</p> <p>Recruiting and booking research participants clinical appointments</p> <p>Preparing, Printing and Photocopying study materials for research participants</p> |
| Amount and kind of supervision received | Supervised by Project Administor and Medical Officer |
| Amount and kind of supervision exercised | day-to-day needs of data collection |

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| 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

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| Internal to UCT | Neurodevelopment Group Research team |
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