DESMOND TUTU HEALTH FOUNDATION

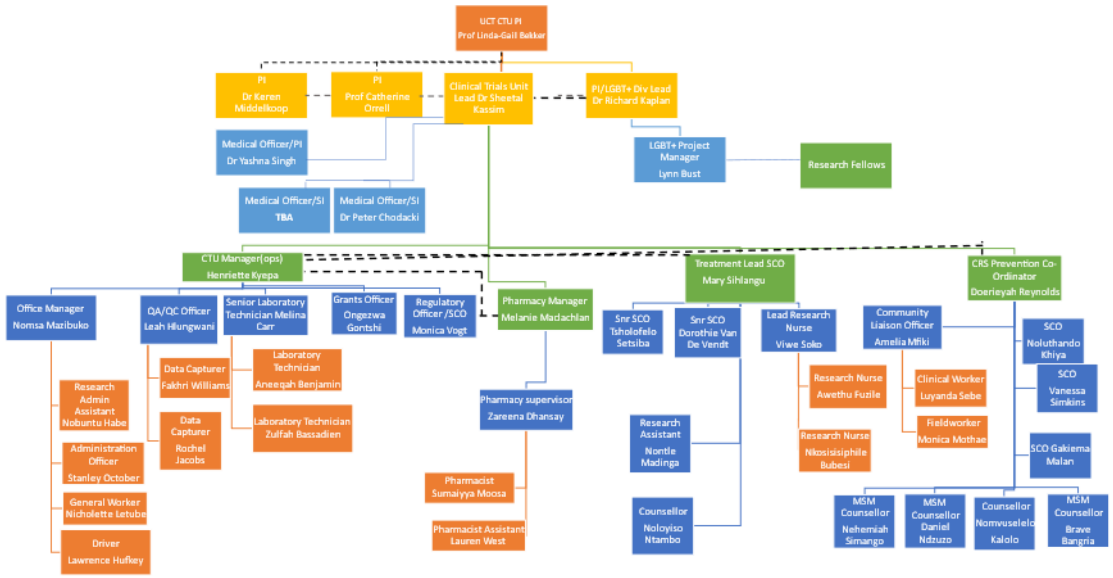
Level 1, Wernher Beit North Building, Faculty of Health Sciences
Anzio Road, Observatory, Cape Town, South Africa

P O BOX 13801, MOWBRAY, 7705, Cape Town, South Africa
(T) 27 021 406 6966 (F) 27 021 406 6255
VAT No. 4750185565

JOB DESCRIPTION

POSITION DETAILS	
Position Title	Medical Officer
Site	GSH
Project	All
Date of compilation	15July2024

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



Non-Profit Company: Registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/12/51
Directors: Prof R Wood; Prof L-G Bekker;
Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr A M Kubeka
www.desmondtutuhivfoundation.org.za

PURPOSE
The main purpose of this position is to render efficient and effective clinical care as a lead clinician on protocols, to volunteers on research studies and clients at the Groote Schuur Hospital J52 Clinical research site

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JOB CONTENT

Key performance areas (4 – 6)		% of time spent	Activities / Objectives / Tasks	Results / Outcomes
1	**Clinical procedures**	50%	• Clinically assess, examine, diagnose and manage the health of participants • Check and follow up blood results • Complete prescriptions of pharmaceuticals appropriately. • Monitor clinical examinations and procedures undertaken by study nurses when necessary • Manage accountability and adherence monitoring of study drugs • Refer participants to other clinical care as required. • Consult with other clinical and research staff when necessary	• Participants are managed according to Health Professionals Council of South Africa (HPCSA) and SAHPRA policies and procedures • Participants are managed according to protocol requirements • Participant are managed according to medical ethical standards

2	**Protocol-specific procedures**	20%	• Ensure all research activities are performed according to SAHPRA, protocol, the Declaration of Helsinki, International Conference on Harmonisation (ICH) Good Clinical Practice Guidelines and other relevant legislation. • Recruit, screen and enroll participants as per protocol-specific inclusion/exclusion requirements • Ensure informed consent is obtained for all participants as per Standard Operating Procedures • Manage participants with Adverse Events or Expedited Adverse Events and report as per protocol requirements • Perform other protocol specific procedures when necessary (contraceptive counselling, implant insertion, adherence counselling, swabs, biopsies, etc) • Interpret and act on laboratory results • Assist with database query resolution	• Recruitment is successful • Participants remain on study • Participant confidentiality maintained at all times • Research protocol is followed correctly • Clinical events are appropriately reported and followed up • Lab results are signed, graded per protocol, and actioned
3	**Study Administration**	30%	• Document all procedures and investigations as per study requirements • Assist in preparing study documentation for audits, monitoring visits and site visits from external study monitors. • Transcribe and ensure quality control of study documentation • Attend clinical and research management meetings • Assist with the design and enactment of standard operating procedures for clinical management and research projects • Assist with the design of source documents for research trials • Attend Site Initiation Visits and study meetings as deemed necessary by the principal investigator • Act as a back up to the Principal investigator • Take on one PI ship in the first year	• Study documentation is accurate and complete • Study conduct is as per site standards and SOPs • Management of at least 1 clinical trial in the first year as PI/Co-PI

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MINIMUM REQUIREMENTS

Minimum requirements	MBChB Degree Registration with the Health Professions Council of South Africa (HPCSA) as an independent practioner Valid Good Clinical Practice certificate Valid BLS certificate Valid ACLS certificate preferred Drivers licence
Minimum experience	At least 2 years' experience as a medical officer post community service At least 1-year experience as a medical officer, Sub investigator or Principal investigator working on clinical trials Clinical skills including the ability to conduct pelvic exams and associated sample collection. Ability to take a history and examine participants and patients and prescribe medication and follow up blood results. Aware of the management of conditions associated with the LGBTQI+ population Computer skills: Email, Microsoft word, Excel, PowerPoint Management of common medical conditions as per local treatment guidelines Attention to detail, good interpersonal skills, client focused, ability to work efficiently and effectively to meet deadlines. Must be prepared to work in a COVID-19 or Infectious disease environment **Must be willing to work with marginalised populations, including LGBTQI+ population and young women.**
Professional registration/ License	HPCSA registration as an independent practioner

COMPETENCIES
Excellent ability to work within a team of clinicians and nurses
Ability to build interpersonal relationships
Strong client focus
Strong communication skills (verbal and written)
Project management
Strong work ethic
Problem solving and decision making
Detail oriented and strong administration skills
LGBTQI+ friendly

Knowledge of HIV treatment , prevention and TB studies