| HR191 | **POSITION DESCRIPTION** | UNIVERSITY OF CAPE TOWN<br>IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD |
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NOTES

- Forms must be downloaded from the UCT website: https://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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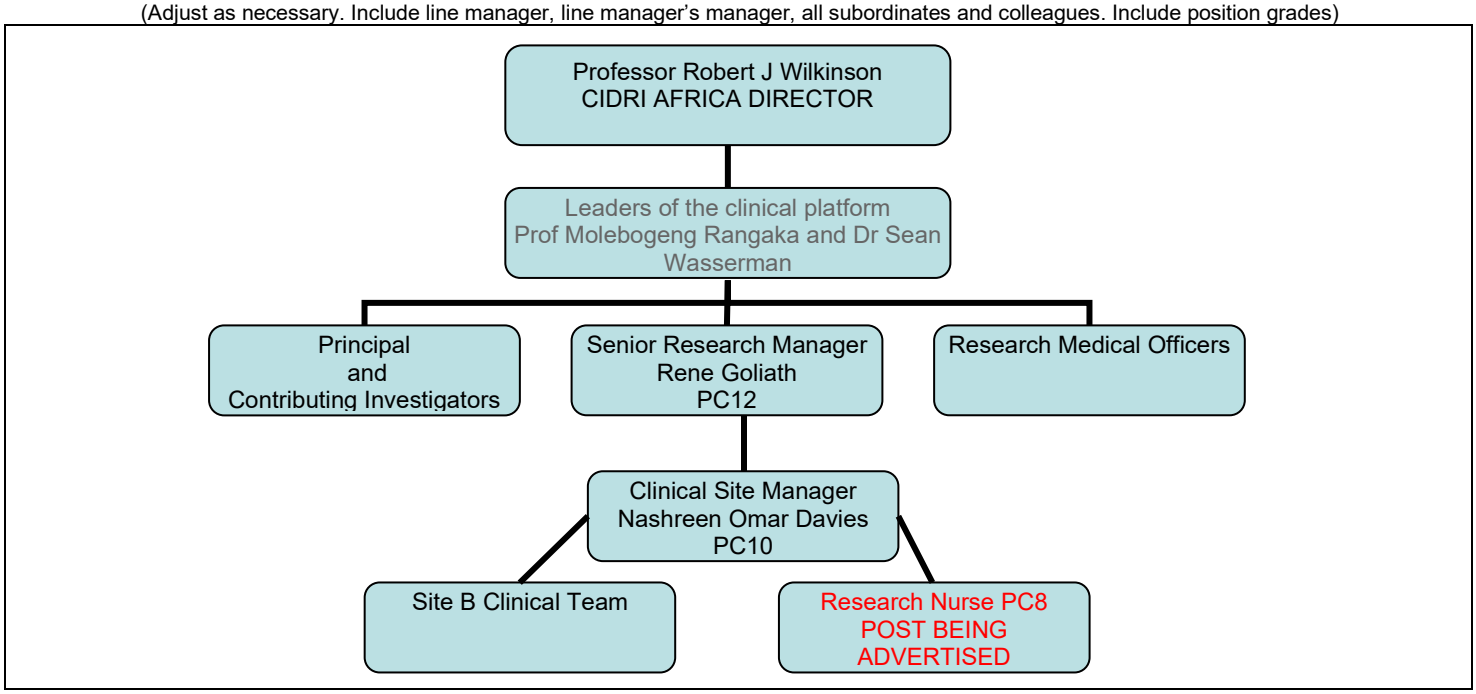
|---|---|---|---|
| Position title | Research Nurse | | |
| Job title (HR Business Partner to provide) | | | |
| Position grade (if known) | PC8 | Date last graded (if known) | |
| Academic faculty / PASS department | Faculty of Health Sciences | | |
| Academic department / PASS unit | IDM | | |
| Division / section | CIDRI-Africa | | |
| Date of compilation | September 2024 | | |

## 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 as a Research Nurse will be responsible for clinical trial-related procedures and tasks at the research site;(Khayelitsha Site B) inclusive of possible inpatient study at Khayelitsha Hospital, the performance of clinical, administrative duties and other tasks in the clinical studies according to various sponsor and lead investigator requirements. To support the ongoing communication with the community as related to specific studies.

Work in collaboration with the clinic management and other team members. The Research nurse will be responsible for conducting the onsite clinical activities of multiple studies inclusive of recruitment and retention of study participants. This role will include work between the 2 sites as indicated above.

**CONTENT**

| Key performance areas | | % of time spent | Inputs<br>(Responsibilities / activities / processes/ methods used) | Outputs<br>(Expected results) |
|---|---|---|---|---|
| 1 | Project Co-ordination –day to day activity | 30 | Input to Protocol activation – clinical needs<br>Evaluate and control the use of consumables<br>Communications with sponsors, scheduling participant visits and having input in the data collections and management<br>Assist with the recruitment and retention strategies<br>Institute all clinical SOPs | Protocol implementation<br>Day to day activities to be monitored and all challenges addressed at the soonest opportunity<br>Management of multiple study diaries and allocate staff as required<br>Implementation of all clinical SOPs<br>Close liaison with laboratory team to ensure sample integrity |
| 2 | Participant Management | 30 | Co-ordinate and assist with phlebotomy, measure vital signs, perform ECGs, spirometer measurements, conduct participant evaluations<br>Diary management and ensure visits remain in the window periods | All study activities conducted according to protocol requirements and following SOPs<br>Focus on Infection control<br>Offer clinical support of staff during planned or unplanned leave to ensure participant visits are not disrupted<br>Sample collection as per protocol<br>Manage diary system across studies |
| 3 | Quality Control | 20 | Institute SOPs for quality assurance and be an active participant in all aspect of quality data collection, CQMP activation<br>Oversee<br>• Screening and enrolment<br>• Informed consent<br>• Study documentation and completion of CRFs<br>• Identifying AEs and SAEs<br>Quality control and quality assurance systems | To ensure effective systems are in place to produce high quality data<br>CQMP implementation and maintenance<br>All aspects of the study activity must be adhered to by the team<br>Capture all nursing activity on e-data base of hard copy CRF<br><br>Support response to all clinical issues raised by the Sponsor site management and PIs, and put in place systems to avoid repetition of errors and non-compliance |
| 4 | Staff supervision in line with study specific activity | 10 | Input staff needs<br>Input to study initiation and ongoing study activity<br>Evaluate clinical staff competency for the role<br>Identify training needs and train staff | Competent staff able to ensure safety and success of the study<br>Prepare for all sponsor study visits<br>Support staff training to ensure that all gaps in protocol understanding are resolved<br>Motivated well-functioning study team |
| 5 | Meetings and training | 5 | Attend and represent the studies in clinic meetings.<br>Identify personal and team members training and request support | Maintain and present study targets and stats<br>Remain updated all protocols and required nursing skills |

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| 6 | Liaise with laboratory staff and collection of laboratory samples | 5 | Understand the method of sample collection and on site storage. Liaise with lab staff with regard to equipment management | Protect sample integrity<br>Results to be received and recorded in participant records within the stipulated time frames as set out in the protocol and SOPs |

## MINIMUM REQUIREMENTS

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| Minimum qualifications | General Diploma or Degree in Nursing. |
| Minimum experience (type and years) | 2-years general nursing experience post community service<br>Hospital ward management, Research Nurse experience<br>Advanced experience in phlebotomy<br>Experience working with HIV and TB infected patients. |
| Skills | Clinical Assessment, Phlebotomy, ECG, Spirometry, sample collection Quality control, maintenance of good infection control policies. |
| Knowledge | Computer literacy. Good understanding of TB/HIV. Knowledge of the Khayelitsha community |
| Professional registration or license requirements | SANC GCP |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.) | N/A |

Competencies (Refer to UCT Competency Framework )

| Competence | Level | Competence | Level |
|---|---|---|---|
| Clinical Assessment | 2 | Quality Assurance | 2 |
| Phlebotomy (General clinical skills) | 2 | Report writing | 2 |
| Computer literacy | 2 | Infection control | 2 |
| Management | 2 | | |

## SCOPE OF RESPONSIBILITY

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| Functions responsible for | Performing clinical procedures as per study requirements<br>In hospital screening , working with TB patients<br>Obtain informed consent from participants / next of kin<br>Liaise with study pharmacist regarding study drug administration<br>Electronic data capturing |
| Amount and kind of supervision received | From PIs, Cis, RMOs, Research Manager, Clinical Site Manager |
| Amount and kind of supervision exercised | Direction to the clinical research workers |
| Decisions which can be made | Clinical assessment with referral to medical officers |
| Decisions which must be referred | All SAE/AEs and participant safety issues |

## CONTACTS AND RELATIONSHIPS

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| Internal to UCT | CIDRI Management and site management |
| External to UCT | Local clinics and clinical structures in the Khayelitsha sub district |