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

NOTES

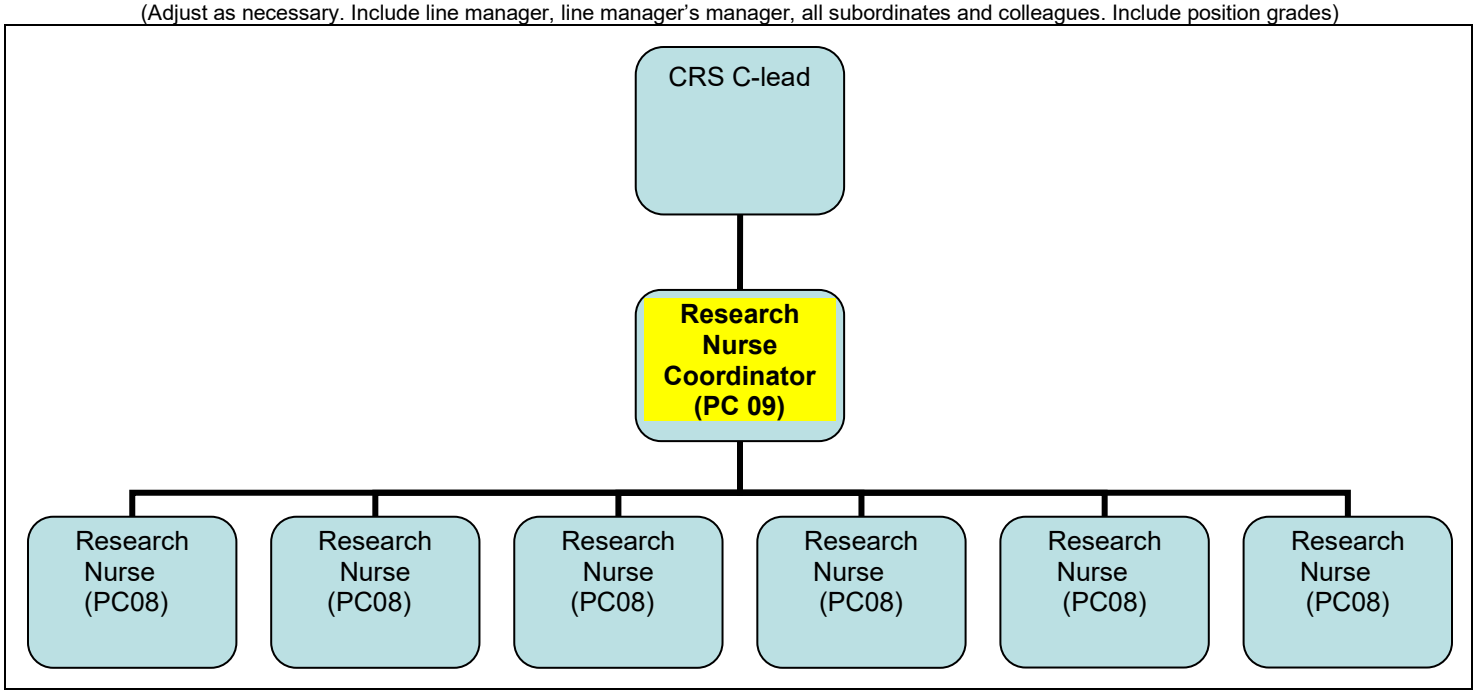
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Nurse Coordinator		
Job title (HR Business Partner to provide)	Research Nurse Coordinator		
Position grade (if known)	PC09	Date last graded (if known)	25 July 2024
Academic faculty / PASS department	Health Science / IDM		
Academic department / PASS unit	Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation	19 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 to be a line manager for the nurses and to coordinate the supply of nursing services to the three locations that make up the DTHC Clinical Research Site. The Research Nurse Coordinator functions under the supervision of the Site Clinical Operations Lead (for operational aspects) with input from the on-site research medical officers (when necessary to coordinate the provision of nursing staff to implement the prescribed clinical care plans compiled by the medical officers). The Research Nurse Coordinator is responsible for all on-site coordination of nursing activities for multiple clinical trials across multiple locations. The role includes general study administration, staff supervision and training with the scientific and clinical guidance from the PI, as well as information to study participants.

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	Clinical Trials Management	35%	• Input in the preparation of study documentation: Source documents, CRF, ICF and tools to track and monitor quality • Evaluates clinic load per protocol and allocates workflow to research nurses as appropriate. • Allocates staff to assist with recruitment as required. • Assist with annual reviews of SOPs.	• Relevant study documentation available • All protocols are adequately staffed and are conducted according to SAGCP. Nurse capacity is allocated and updated as required to ensure recruitment targets are reached.
2	Team Management	20%	• Performance management of individual research nurses and the team, including Developmental Dialogues • Plan staff job assignments, schedules and periodic work-study activities • Identify trainings to facilitate development of research nurses. • Leads nurse team meetings. • Participates in line manager meetings.	• Protocol-prescribed nursing activities are completed • Appropriate nursing staff available at each location • Nurses' career-paths developed • Create and circulate agenda beforehand. • Nurse Team Meeting minutes to be circulated within one week of meeting. • Reviews accuracy of line manager meeting minutes.
3	Quality control	20%	• Work within Clinical Quality Management Plan (CQMP), coordinate the effective gathering and confirm integrity of clinical activity and demographic data • Receive all Data queries from Data teams (local and international) and allocates queries to appropriate staff. • Allocates queries to the team during monitoring visits	• Documentation correctly and accurately completed as per the protocol and completion guidelines • Weekly data reports are received and responded to as per predetermined timelines. • Coordinates with data team regarding clinical requests for information to address unresolved queries. • Resolution of all monitor queries during and after monitoring visits.

4	Training	15%	• Trains research nurses on specific study protocols. • Identifies additional training and support required. • Presents training ad-hoc to ensure proficiency in clinical duties, phlebotomy, vital signs, sample collection, ECGs, POC tests.	• All nurses are trained and delegated • Required documents sent to regulatory office • All nurses are proficient in nursing duties and able to collect samples safely.
5	Stake holder interaction	10%	• Liaise with other team leads / line managers on site. • Liaise with public healthcare services to facilitate clinical care of trial participants as needed. • Liaise with CRA, sponsor, HREC and regulatory bodies as necessary. • Liaise with study community as required to promote the study	• Good relationships with all local stakeholders and clinical team

MINIMUM REQUIREMENTS

Minimum qualifications	• Senior Certificate (Grade 12) • Qualification as Professional / Registered Nurse (or equivalent experience) • Registration with the South African Nursing Council (SANC) • Valid Driver's License
Minimum experience (type and years)	• 4 years' experience as nurse in clinical trials • 2 years' experience in a leadership role in clinical trials
Skills	• Personnel management • Team Leadership • Organizational Operations management • Clinical Drug /Vaccine Trials implementation
Knowledge	• Fluency in English (in addition, Xhosa fluency would be a substantial advantage) • Computer Literate • Regulatory requirements for clinical trial implementation • Operational steps for effective clinical trial implementation
Professional registration or license requirements	• Registration with the South African Nursing Council (SANC) or HPCSA • Good Clinical Practice (GCP) certification
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	• Excellent people skills • Strong leadership skills • Strong work ethic • Robust moral integrity that prioritizes the wellbeing and care of clinical trial research participants

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Communication	2	Excellent nursing clinical skills	2
Planning & organizing	2	Quality commitment/ focused	2
Resource management	2	iCH GCP guidelines	2
Decision-making & problem-solving	2	Stress tolerance	2

SCOPE OF RESPONSIBILITY

Functions responsible for	All clinical activity related to nursing required by the clinical trial protocols
Amount and kind of supervision received	From site leads
Amount and kind of supervision exercised	All members of nursing team
Decisions which can be made	Coordinate the provision of nursing services to the three locations that make up the DTHC Clinical Research Site
Decisions which must be referred	Finances Clinical care decisions Trial Protocol decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	A/Prof Steve Innes
External to UCT	Service Providers