

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

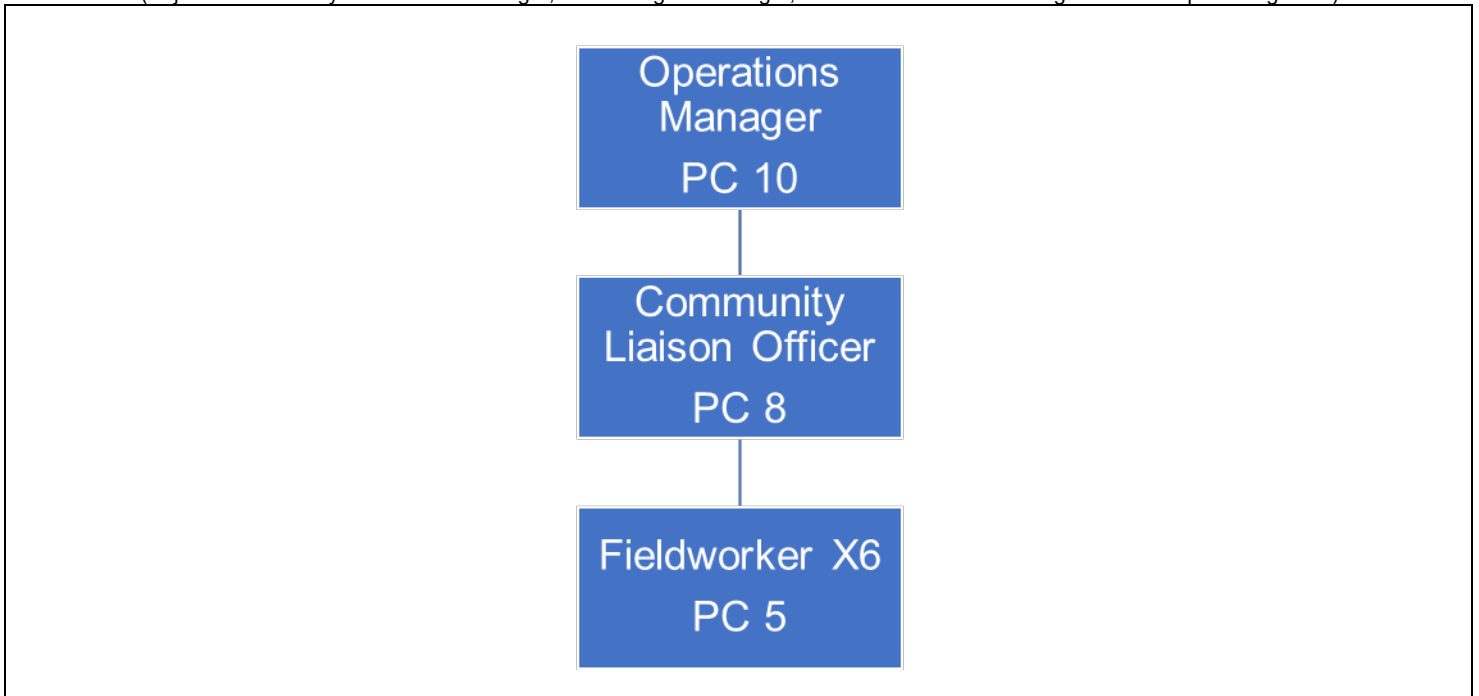
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Fieldworker		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC05	Date last graded (if known)	2014
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation	October 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 educate, recruit, prepare and facilitate a supportive environment for a successful conduct of trials happening at Emavundleni Center, through partnership, education and awareness as set out in the Community Engagement Plan.

**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (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	Community Education: on TB, HIV related illnesses and HIV Awareness	40%	<p>Work with the Community Liaison Officer (CLO) in identifying and facilitating partnership with key organizations and services in the community.</p> <p>Plan and implement community education and awareness events.</p> <p>Work in conjunction with the Community Advisory Board (CAB) on all relevant aspects of maintaining a productive/enabling relationship between the community and the clinical research site (CRS).</p> <p>Ensure community education, recruitment and retention activities are well understood by outside partners so that study accrual and retention targets are met.</p> <p>Keep up to date with new study information for incorporation into education and presentation at site for information sessions and community.</p> <p>Monitor and evaluate education activities, compile and submit reports on progress in accordance with sponsor requirements and CRS specific plans.</p> <p>Ensure distribution of recruitment and educational materials in the community.</p> <p>Conduct prevention discussion groups with potential participants</p>	<p>Community is informed of HIV/AIDS, TB and related infections and research studies being implemented at the site.</p> <p>Presentations, workshops, awareness events, public education talks and other methods. Distribute relevant Information, Education and Communication materials (IEC) in accordance to studies and education topics.</p> <p>Successful recruitment activities.</p> <p>Study specific presentations delivered at the site to outside partners.</p> <p>Prepared and submitted monthly and quarterly on-time reports.</p> <p>Clear and relevant partnership agreements with key stakeholders including and not limited to CAB.</p> <p>Recruitment and retention of participants</p>

2	Recruitment	35%	<p>Recruits, educate and retain study participants by implementing recruitment plans.</p> <p>Compile and submit progress on general recruitment of participants to the CLO.</p>	<p>Community is informed of HIV and related infections</p> <p>Study accrual target met</p> <p>Study retention target met</p> <p>Progress reports submitted weekly</p>
3	Retention	10	<p>Do home visits for participants who are not available when called or miss their visits and as requested by study coordinators and whenever necessary.</p>	<p>Ensure study sponsor retention targets are met.</p> <p>Participants are home visited outcome and follow up documented and communicated accordingly.</p>
4	Administrative support	10%	<p>Submit weekly written activity reports to CLO</p> <p>Attend study/project meetings as required.</p> <p>Input as required into study/project reporting.</p> <p>Participate in all relevant study training sessions</p> <p>Attend offsite conferences and protocol meetings when required</p> <p>Assist with translation activities when required.</p> <p>Assist with entering participants onto the co-enrolment system</p> <p>answering telephone calls when required</p>	<p>All performed work is documented for monitoring and follow up:</p> <p>Weekly reports on file</p> <p>Completion of attendance registers for meetings</p> <p>Completion of training logs</p> <p>All participants are accurately entered onto the co-enrolment system</p>
5	Community Events and Community Advisory Boards	5%	<p>Work and support CAB in all community related activities in ensuring the advisory role is effective.</p> <p>Attend and contribute to Community Advisory Board (CAB) meetings and activities</p> <p>Plan and coordinate Community Awareness events and assist CLO in conducting events</p> <p>Continually update CAB on studies upcoming, in progress and completed. Introduce new studies at CAB meetings</p> <p>Assist CLO with CAB training program</p>	<p>Advisory activities translating to tangible site support activities and attitudes</p> <p>Well informed CAB</p> <p>Engaged CAB as indicated by attendance of CAB meetings</p> <p>CAB attendance register</p> <p>CAB training logs</p>

### MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12 / NQF 4			
Minimum experience (type and years)	2 years in clinical research environment and certified course on HIV Or 2 years on HIV / TB clinical trial environment			
Skills	Facilitation and presentation skills Interpersonal skills Communication Public speaking Computer Literacy (MS) Language fluency in English and isiXhosa			
Knowledge	HIV and TB and Community engagement GCP and HSP certification HIV Literacy including treatment and Prevention			
Professional registration or license requirements	N/A			
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 <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Planning and organizing	1	Building interpersonal Relations	1
	Communication	1	Task Related knowledge and skill	1
	Teamwork	1	Flexibility	1
	Presentation	1	Attention to detail	1

### SCOPE OF RESPONSIBILITY

Functions responsible for	Community Engagement, Education, Recruitment and Retention
Amount and kind of supervision received	Moderate
Amount and kind of supervision exercised	N/A
Decisions which can be made	Suitability of recruitment venues. Eligibility of participants during informal prescreening process
Decisions which must be referred	Dealing with challenging community stakeholders / participants (refer to line manager)

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Line manager, Principal Investigator, Site Coordinator, Study Coordinator, Retention Officers
External to UCT	Community Advisory Board, participants, stakeholders and sponsor representatives