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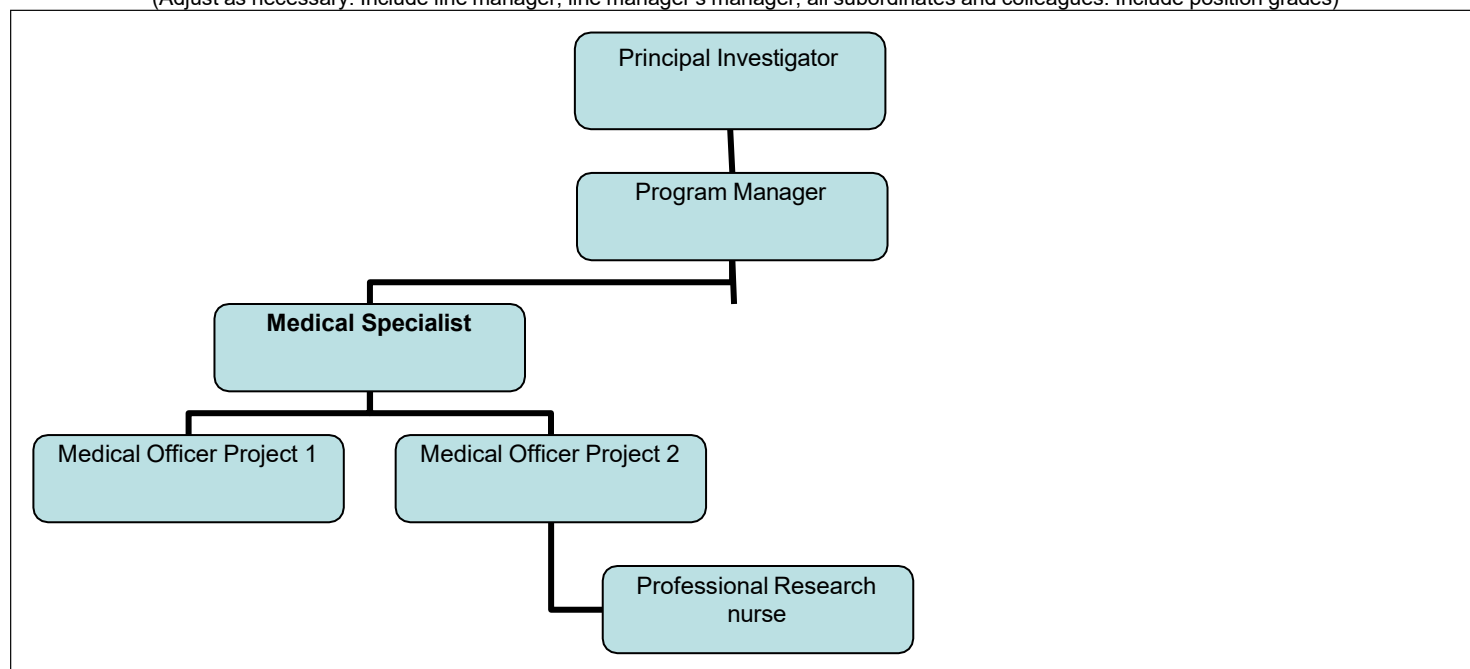
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Medical Specialist		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Academic-Clinical		
Academic department / PASS unit	Health Sciences		
Division / section	Paediatrics and child Health		
Date of compilation	28/08/2024		

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 collaborate with the neurodevelopmental research group's PI, senior project manager, senior data manager, and academic lead to co-ordinate long term strategic planning for research group activities; day to day clinical aspects of data collection; management of clinical staff; and training of data collection team.

This includes providing clinical insight into and clinical support of research activities by performing physical examinations; administering formal cognitive and behavioural assessments and collecting biological samples when required by operational needs. It also includes engaging with key stake holders; presenting information about the study to relevant parties; representing the study on clinical platforms and meetings; and contributing to academic outputs and grant applications.

The role additionally includes supporting the group PI in clinical activities such as management of general paediatric inpatients and neurodevelopmental clinic outpatients at Red Cross War Memorial Children's Hospital, as well as teaching and training of undergraduate and post-graduate students as required.

This post will be held in the Department of Paediatrics and Child Health in the Faculty of Health Science at the University of Cape Town.

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	Management, Leadership and Administration	25%	<ul style="list-style-type: none"> • Support and collaborate with PI, senior project manager, senior data manager and academic lead in overall leadership and management of research group activities • Participation in problem solving, operational planning and strategic forward planning for research group • Development and review of group wide and study specific SOPs and policies • Development and implementation planning of medical assessment schedule • Training of research team in relevant clinical assessments, developmental screening and other study tools • Participation in oversight and planning of group's sample collection policies and pipelines • Direct management of clinical staff including medical officers and research nurses • Oversight of leave requests, daily allocation and other administrative tasks related to clinical staff in collaboration with senior group project managers • Management and co-ordination of other clinical initiatives and projects (e.g. Molteno project, collaboration with UCT KIDS hub, CP database) embarked on by research group • Relationship building and collaboration with key stakeholders and research partners • Represent research group in clinical meetings and on clinical platforms as requested by PI (e.g. NDV) • Support project manager with staff recruitment, selection and onboarding when clinical expertise are required 	<ul style="list-style-type: none"> • Weekly management meetings are attended, and action items addressed timeously. • Study policies and SOPs are developed timeously and reviewed with PI or other team members as required. • Study policies and SOPs are timeously reviewed and updated in collaboration with key team members and stake holders. • Participants are assessed following standard and ethical procedures. • Patient care meets Good Clinical Practice requirements and standards. • Study procedures are being performed adequately and according to the study protocols. • Staff are informed of study procedures and have the knowledge and skills to execute their duties. • Sampling procedures and sample pipelines run smoothly. • Staff leave and work allocations are managed appropriately to ensure operational needs of all projects are met. • Clinical staff are well informed of reporting lines, group policies and procedures and have regular opportunities to discuss any concerns, career goals or other relevant matters. • Project outputs are achieved in line with agreed timelines and quality. • Positive working relationships are built and maintained with research collaborators and other key stakeholders • Active participation in and regular attendance at meetings and other clinically focused collaborations and initiatives as requested by PI. • Staff recruitment, selection and onboarding tasks as allocated by project managers are completed timeously.
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2	Supervision of junior and other clinical staff	10%	<ul style="list-style-type: none"> Supervision and oversight of junior and other clinical staff in general paediatric ward (B1) Weekly ward rounds to review patient management and clinical decision making in ward B1 when covering ward 	<ul style="list-style-type: none"> Patients are assessed and managed following standard and ethical procedures. Commitment to high quality patient-centered care demonstrated. Ward rounds are performed regularly to review patient management and clinical decision making. Good patient outcomes, cost effective care, appropriate investigations performed, good levels of patient satisfaction and appropriately low levels of morbidity and mortality in ward.
3	Clinical Service Provision	20%	<ul style="list-style-type: none"> Daily review of new or critically ill patients in ward B1 when covering ward Oversight and support of patient care and management in B1 when covering ward Review and clinical assessment of patients attending outpatient B1 follow up clinic when required Collaboration with bed manager and other wards to facilitate and manage appropriate allocation of wad beds when covering B1 Attendance and participation in monthly B1 morbidity and mortality meeting 	<ul style="list-style-type: none"> Newly admitted and critically ill or at risk patients reviewed with junior ward team daily Good diagnostic accuracy Junior ward team supported in difficult procedures, difficult patient interactions and in complex patient management decisions. Patients of an appropriate level of care requirements admitted to ward. Ward bed occupancy and high care numbers in line with other general wards. Monthly B1 morbidity and mortality meetings attended and chaired when required. Action items addressed timeously. Active engagement in quality assurance and quality improvement initiatives in ward
4	Clinical teaching and training	5%	<ul style="list-style-type: none"> Weekly teaching rounds when covering ward Formal teaching and tutorials with rotating undergraduate and post graduate students (paediatric registrars) Informal bedside teaching with undergraduate students, post graduate students (paediatric registrars) and junior medical team Supervision and support of post-graduate student research projects when required 	<ul style="list-style-type: none"> Teaching rounds conducted with ward doctors and students on a weekly basis when covering ward B1 Regular tutorials and teaching with undergraduate students in B1 according to prescribed topics Case based and bedside teaching performed regularly with rotating undergraduate students, postgraduate students and junior medical team in ward B1 Participation in formal registrar teaching afternoons Co-supervision of student research projects as requested by PI Support and clinical insight offered for other student research projects

5	Research related clinical service provision	10%	<ul style="list-style-type: none"> • Oversight and supervision of research group clinical staff (medical officers, research nurses etc.) • Review of complex cases and referrals when requested by medical officers • Liaison with PI about significant incidental findings, complex cases, adverse and other significant events • When needed by operational requirements: <ul style="list-style-type: none"> ○ Provide information to research participants on nature of tests/questionnaires ○ Conduct structured clinical interviews with children and their parents ○ Conduct research and other indicated medical examinations on children ○ Administer formal cognitive and behavioral assessments to children and their parents (e.g. K-SADS, Raven's Progressive Matrices) ○ Facilitate research participants completion of self-report questionnaires ○ Make necessary referrals ○ Biological sample collection including venous blood, saliva, urine and stool 	<ul style="list-style-type: none"> • Participants are assessed following standard and ethical procedures. • Regular meetings held with clinical staff (medical officers and research nurses) and data collection team • Complex cases reviewed, discussed with PI when necessary and onwards referrals ensured when indicated. • Regular communication with PI and PI aware of significant incidental findings, complex cases, adverse and other significant events • Research assessments and tools performed adeptly and samples collected effectively.
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6	Scientific and academic writing	20%	<ul style="list-style-type: none"> • Literature reviews in support of academic publications • Scientific writing for papers, publications, presentations, grant proposals etc. with support of PI • Review and editing of abstracts, papers etc. written by other team members as requested • Development of medical research tools and questionnaires • Development and review of tool manuals and guides • Development and review of recruitment materials and participant resources 	<ul style="list-style-type: none"> • Timeous publication of study outputs • Timeous development of study specific research tools and questionnaires • Timeous development and review of guides and tools manuals for research tools and assessments • Timeous development and review of effective and appropriate recruitment materials and participant resources ensuring clinically sound information disseminated.
7	Monitoring, evaluation and reporting	5%	<ul style="list-style-type: none"> • Conduct data quality checking, quality assurance and data cleaning by: <ul style="list-style-type: none"> ○ Reviewing medical data and identifying faulty trends in raw data and reporting to data management team ○ Reviewing and identifying where in the data collection process correction is needed and reporting to project management team ○ Conducting regular refresher training with data collection teams in collaboration with data management and project 	<ul style="list-style-type: none"> • Medical data reviewed regularly. Faulty trends, discrepancies and mistakes reported to data management team for correction or review • Data collection process flaws identified and reported • Regular refresher training conducted with data collection team to address any recurring errors identified and to ensure consistency between team members and high-quality data collection in line with data management plan.

7	Social responsiveness and community engagement:	5%	<ul style="list-style-type: none"> • Identify opportunities for community engagement and social responsiveness initiatives • Collaboration with Project management team, academic lead and other key stakeholders to plan and implement community engagement and social responsiveness initiatives • Represent research group on relevant advocacy; community engagement and social responsiveness platforms as requested by PI (e.g. HEARD) 	<ul style="list-style-type: none"> • Information about the study is disseminated in a clear and responsible manner to ensure that staff, key stakeholders and community members at research sites are properly informed. • Ideas to improve social responsiveness and community engagement are provided to PI. • Presentations given to hospital management, school management, research collaborators and community members as requested by PI and project management team. • Active participation and attendance at community engagements, advocacy and social responsiveness meetings, events and initiatives as requested by PI
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MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • Bachelor of Medicine and Bachelor of Surgery (MBChB) • Fellowship of the College of Paediatrics (FCPaed) • Master of Medicine in Paediatrics (MMED) • Current registration with the Health Professional Council of South Africa (HPCSA) as an Independent Practice Specialist in Paediatrics • Formal training in in clinical research regulations, GCP (Good clinical practice or equivalent) and ethical guidelines • Valid Advanced Paediatric Life Support Certificate or equivalent • Excellent verbal and written fluency in English • Written and verbal fluency in one of the following languages: isiXhosa or Afrikaans • Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse participants. • Demonstrated commitment to ethical conduct, patient safety and maintaining confidentiality. 			
Minimum experience (type and years)	<ul style="list-style-type: none"> • At least 5 years of experience in working with young children and their families • At least 1 year of experience in assessment of children with developmental disorders • At least 1 year of experience in management, administration and leadership • At least 1 first-author publication in peer-reviewed journal • Proven record of successful academic outputs and presentations • Any experience or formal training in administration of formal developmental, cognitive and behavioral assessments to children and their parents <p>Advantageous:</p> <ul style="list-style-type: none"> • At least 1-year clinical research experience • Experience in protocol development and in design/selection and implementation of research tools • Experience in scientific writing for grant applications, scientific papers and other research outputs • Experience in teaching and training 			
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Excellent academic and scientific writing skills • Excellent presentation skills • Ability to work both independently and with a team • Ability to problem-solve and be solutions focused • Ability to multitask and prioritize tasks in a fast-paced environment • Proficient in clinical examination, history taking and clinical diagnosis of paediatric patients • Demonstrated ability to manage acute paediatric emergencies and critically ill patients • Administrative and management skills related to rostering, leave planning and conflict resolution 			
Knowledge	<ul style="list-style-type: none"> • Knowledge of Red Cross War Memorial Children's Hospital referral pathways, protocols and policies • Understanding of package of care offered at all community health care facilities, district, regional and central referral hospitals in the Western Cape • Knowledge of UCT Department of Paediatrics Research Committee and UCT Human Research Ethics Committee procedures and policies • Basic knowledge relating to paediatric neuro-imaging, paediatric EEG and genomic research 			
Professional registration or license requirements	Current registration with the HPCSA as Independent Practice Specialist in Paediatrics			
AOther requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to travel locally and internationally for research related meetings and training			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Planning and organizing / work management	3
	Building interpersonal relationships	3	Quality commitment/ work standards	3
	Client/student service and support	3	Teamwork / collaboration	3
	Communication	3	University awareness	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Management, Leadership and Administration Supervision of junior and other clinical staff Clinical Service Provision Clinical teaching and training Research related clinical service provision Scientific and academic writing Monitoring, evaluation and reporting Social responsiveness and community engagement
Amount and kind of supervision received	Supervised by PI
Amount and kind of supervision exercised	Supervision of clinical staff in research group
Decisions which can be made	Daily clinical decisions
Decisions which must be referred	Protocol changes

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff in Paediatric Neurodevelopment Research Group; undergraduate and postgraduate students in Department of Paediatrics and Child Health; other specialists and support staff in Department of Paediatrics and Child Health.
External to UCT	Western Cape Government Department of Health and Wellness medical, nursing, allied health and support staff at Red Cross War Memorial Children's Hospital. Patients and other local stakeholders at research sites. National and international research collaborators.