



NOTES

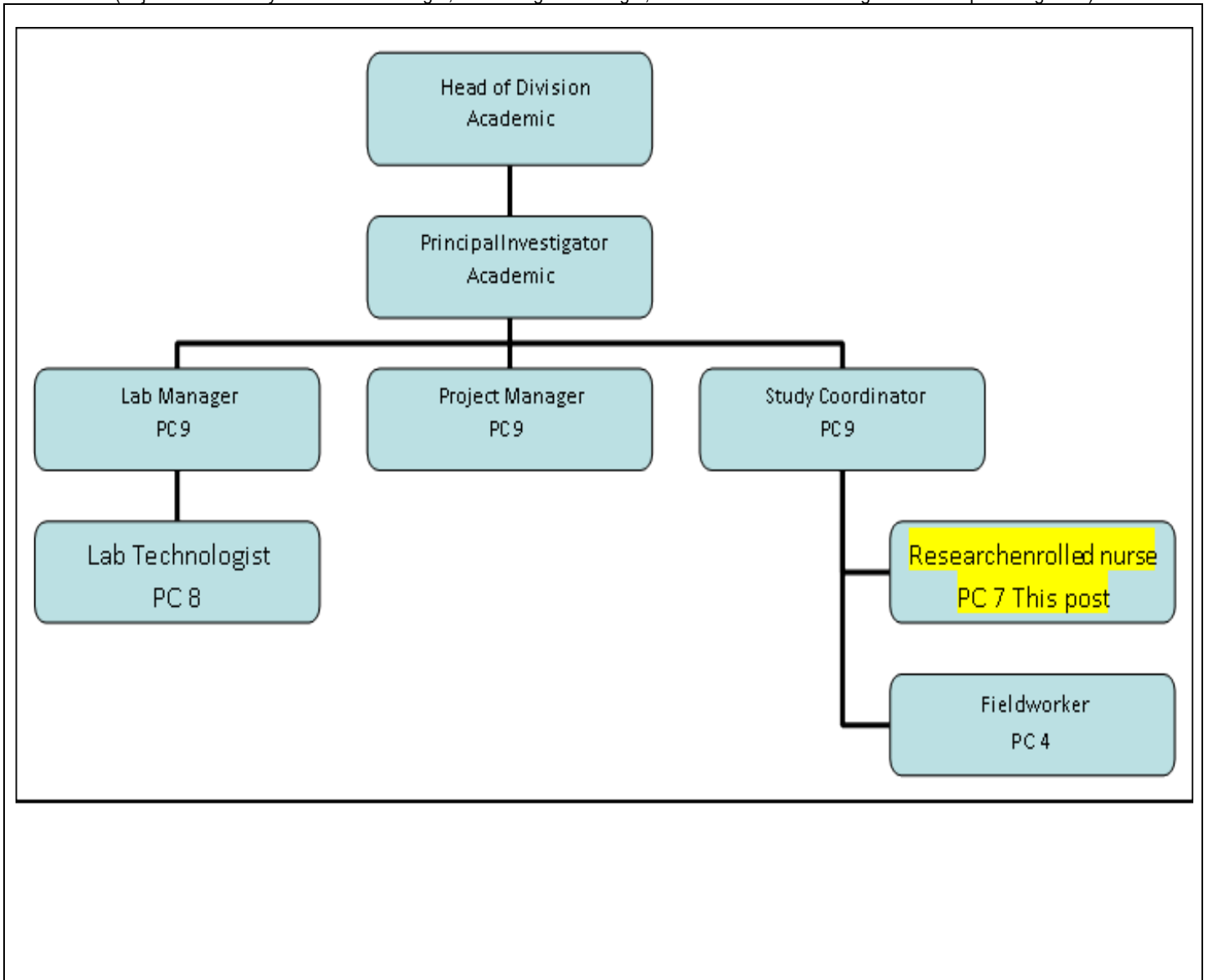
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Enrolled Nurse		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC 7	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Pathology		
Division / section	Immunology		
Date of compilation	09 Dec 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:

- perform clinical research nursing duties
- caring for participants
- conducting clinical assessments
- recording associated data
- Coordinating of organizational activities

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	Clinical Trial Nursing	60%	<ul style="list-style-type: none"> ● Pre-screens potential participants responding to advertisement if needed and liaises with investigators and participants as regards eligibility. ● Performs delegated clinical assessments (e.g. weight, height, vital signs, ECG, phlebotomy, urinalysis etc.) and records them accurately in the source notes. ● Dispatches samples or ECG traces etc. to the appropriate person or institution (e.g. laboratories, cardiologist) and ensures reports are available for review within the clinical team at the appropriate time ● Works with other members of the team to ensure adequate supplies and equipment are available and of the required standard for relevant visits (e.g. phlebotomy kits, template documents, emergency trolley) ● Cares for research participants in terms of their wellbeing, dietary needs, comfort, security etc. 	<ul style="list-style-type: none"> ● Potential participants are pre-assessed correctly and either informed of ineligibility, suitability for the Adult Volunteer Data Base, or booked for screening. ● Clinical, duties are performed according to study role and as per the protocol, SOP's and regulatory requirements. ● Laboratory and cardiology (or other as appropriate) assessments are correctly taken, labelled, dispatched, tacked and filed within the appropriate timelines. ● There are adequate supplies and equipment of the required standard for visits (documented appropriately if required) ● Participants are always well cared for , any concerns are brought to the attention of the appropriate team member.
2	Clinical Trial Administration, including data recording	20%	<ul style="list-style-type: none"> ● Performs quality control checks on recorded data where needed. ● Enters data into the case record form. ● Submits adverse event reports, if needed. ● Files documents in the appropriate place. ● Liaises with internal and external monitors if required. 	<ul style="list-style-type: none"> ● Data in the source notes are complete and valid. ● Data is entered into the case record forms according to the specific timelines and in compliance with standard operating procedures (SOP's) and applicable regulatory requirements. ● Correct submission of adverse events to relevant parties in the required timelines. ● Documents are filed in the correct place. ● Fulfils monitors' requirements.

3	Stock Management	10%	<ul style="list-style-type: none"> ● Ensures that there is an adequate supply of resources at the clinic such as needles, swabs, collection cups etc. 	<ul style="list-style-type: none"> ● Stock of supplies are always checked so that the clinic never has a shortage of resources when required
4	Telephonic follow-up	10%	<ul style="list-style-type: none"> ● Identifies participants who require a telephonic follow-up ● Provides appropriate health checks telephonically 	<ul style="list-style-type: none"> ● Calls participants who require a follow up health check as identified during their clinic visit ● Assess them telephonically and recalls to clinic where necessary

MINIMUM REQUIREMENTS

Minimum qualifications	Qualification and Registration with the South African Nursing Council (SANC) as an Enrolled or Registered Nurse			
Minimum experience (type and years)	<ul style="list-style-type: none"> • 2 years nursing experience in primary health care and/or paediatrics • At least one year's experience doing HIV/AIDS counselling • Nursing experience within a research environment Experience using the REDCap database			
Skills	Fluency in English and / or isiXhosa Good attention to detail, time management skills, ability to work under pressure, administrative experience, Ability to work harmoniously with youth of different backgrounds, Ability to work well in a team			
Knowledge	Computer literate, CPR, Nursing care, usage of medical equipment: ECG, Stress tests, ECHO tests, etc.			
Professional registration or license requirements	SANC, GCP qualification, Driver's license			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<u>Advantageous:</u> <ul style="list-style-type: none"> • Phlebotomy skills in infants • GCP certification • Experience in pediatric research • Drivers License 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Excellent interpersonal and communication	2	Research support skills	1
	Excellent written, verbal skills	2	Analytical thinking / Problem solving	2
	Administrative experience	1	Client/Participant service and support	2
	Teamwork / collaboration	1	Attention to detail	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Patient care, recruitment, supports investigators in research activities; working closely with project principal investigator
Amount and kind of supervision received	Weekly team meetings with study coordinator, Ad hoc meetings with Project Manager
Amount and kind of supervision exercised	None
Decisions which can be made	Falls within routine scope of project/study
Decisions which must be referred	Anything outside of routine –when there is potential contention

CONTACTS AND RELATIONSHIPS

Internal to UCT	Research staff, PIs, consultants, doctors, specialists, UCT HRE
External to UCT	Funders, sponsors and project team members at remote sites