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

NOTES

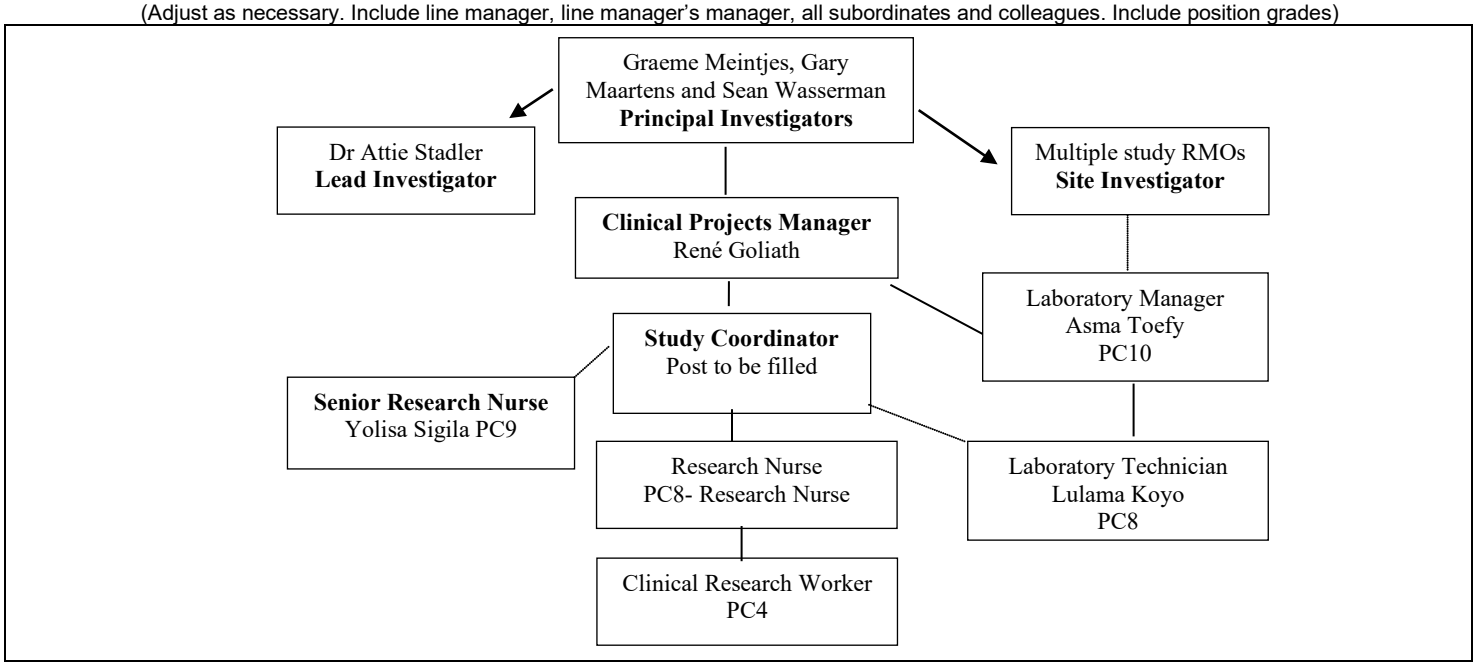
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Nurse		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC08	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	03 FEBRUARY 2025		

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: responsibility for clinical duties and procedures at the Clinical Research Site Nkqubela TB Hospital and the decentralized sites in East London. This includes screening, consenting, enrolling and following up research participants for various studies as well as maintaining and building connections with the routine health service. Quality control and other administrative tasks related to study participants and the research site are included in this role.

The research nurse will work with CIDRI Africa management, Nkqubela TB Hospital, hospital management on-site and external collaborators.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Informed Consent	25	Conduct informed consent for all participants Conduct assessment of understanding and literacy assessment Ensure quality informed consents are conducted by all study team members	Fully understand the protocol Practice GCP Excellent communication skills Clinical research worker/s will be fully trained to conduct informed consent
2	Protocol activation and implementation- day to day activity	25	Input to Protocol activation – clinical needs Evaluate and control the use of consumables Communications with participant, scheduling participant visits and data collection Completion of CRFs Assist with the recruitment and retention strategies Institute all clinical SOPs	Protocol implementation Day to day activities completed as per protocol Stock levels for clinical activity is accurately maintained CRFs are completed and QC'd Management of site schedule (REDCap) Implementation of all clinical SOPs Close liaison with the NHLS laboratory teams to ensure sample integrity
3	Quality Control	20	Institute SOPs for quality assurance and be an active participant in all aspect of quality data collection Conduct • Screening and enrolment • Informed consent • Study documentation and completion of CRFs • Identifying AEs and SAEs • Daily quality control • Capture data on paper / eCRF	Implementation and maintenance of quality management SOPs and Plans All aspects of the study activity must be adhered to as per SOP Respond to all clinical issues raised by the S/C and investigator Accurately completed as per GCP • Screening and enrolment • Informed consent • Completion and QC of CRFs as per electronic database Quality data produced by the team
4	Participant Management	15	Conduct phlebotomy, measure vital signs, perform ECGs, perform visual acuity testing and conduct participant evaluations Diary management and ensure visits remain in the window periods	All study activities conducted according to protocol requirements and following SOPs Ensure participant visit schedules are maintained Updating of diary Sample collection as per protocol
5	Collection of laboratory samples and liaison with laboratory staff	10	Understand the method of sample collection and onsite preparation. Deliver quality samples to the laboratory both on-site and at Cecilia Makiwane Hospital	Protect sample integrity and ensure temperature monitoring Samples delivered to the laboratory as set out in the protocol and SOPs Results to be received and recorded in participant records within the stipulated time frames
6	Meetings and training	5	Attend and represent the studies in clinic meetings. Identify personal training and request support	Input to study targets and stats Remain updated for all protocols and the required nursing skills Support the senior registered nurse and study coordinator

MINIMUM REQUIREMENTS

Minimum qualifications	General Diploma or Degree in Nursing SANC registration as a professional / registered nurse
Minimum experience (type and years)	2-years general nursing experience post community service Hospital ward management Research Experience
Skills	Clinical Assessment, Phlebotomy, Quality control
Knowledge	Computer literacy REDCap GCP
Professional registration or license requirements	SANC registration
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Fluency in English/Xhosa and one other official language

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Clinical Assessment	2	Quality Assurance	2
Phlebotomy	2		
Computer literacy	2		
Management	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Day to day clinical management of study
Amount and kind of supervision received	Supported by managed by site project manager, study coordinator and research medical officers
Amount and kind of supervision exercised	Nil
Decisions which can be made	Day to day management of studies and clinic activity
Decisions which must be referred	SAE, AEs and protocol deviations Staff conflict

CONTACTS AND RELATIONSHIPS

Internal to UCT	
External to UCT	