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

NOTES

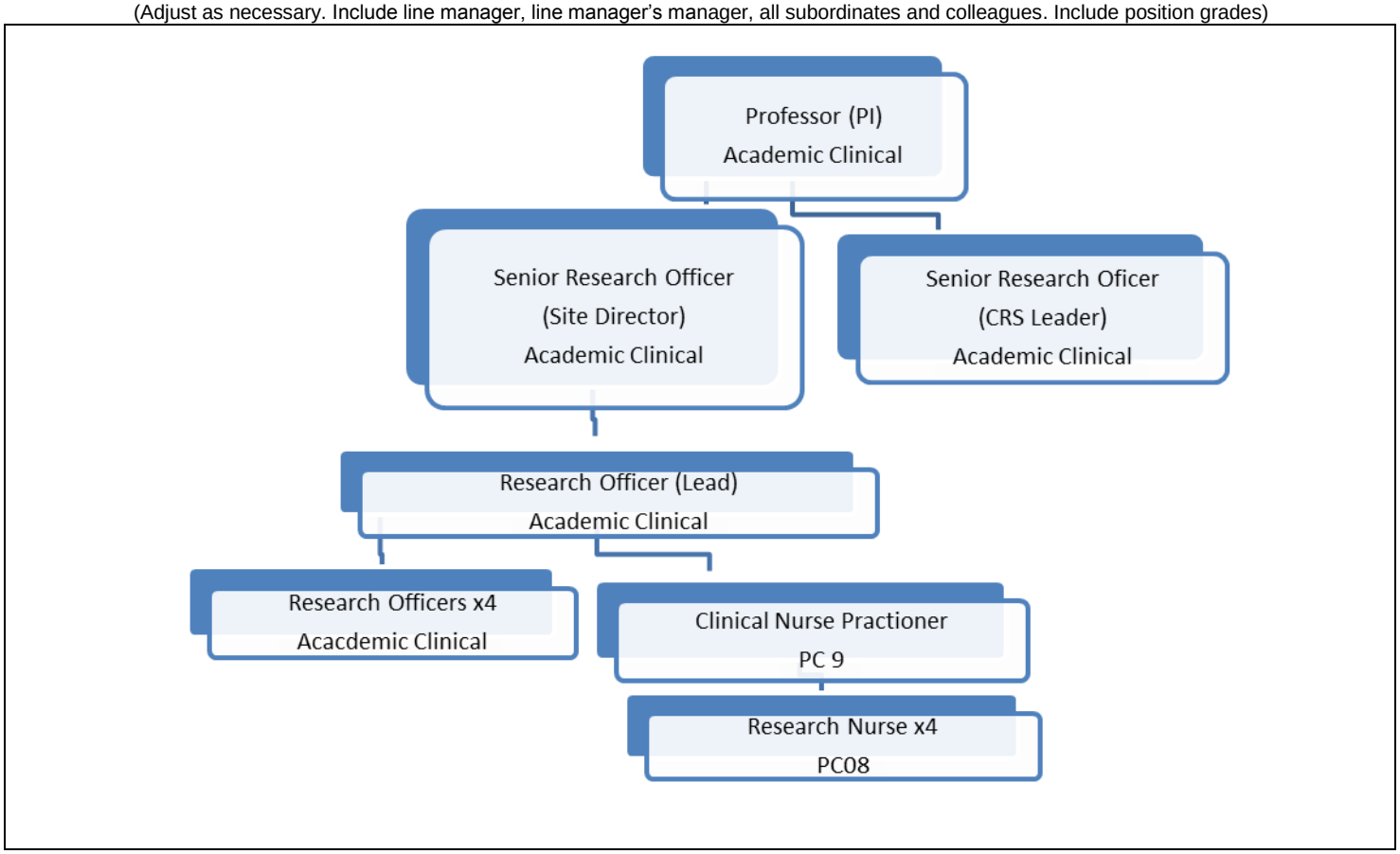
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Officer (Lead)		
Job title (HR Practitioner to provide)	Research Officer		
Position grade (if known)	Lecturer (Academic Clinical)	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation	06th June 2017		

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 support the Clinical Research Site Leader and Director, and to manage junior Research Officers and the Clinical Nurse Practitioner.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Clinical interventions	10	• Clinically assess, examine, diagnose and manage the health of participants. • Complete prescriptions of pharmaceuticals appropriately. • Monitor clinical examinations and procedures undertaken by study nurses when necessary. • Interpret and act on laboratory results. • Manage participants with Adverse Events or Expedited Adverse Events. • Refer participants to other clinical or specialist care as required. • Liaise with Pharmacist on study products and site drugs.	• Participants are managed according to relevant local legislation/guidelines and HPCSA policies and procedures. • Participants are managed according to protocol requirements. • Participants are managed according to medical ethical standards.
2	Protocol-specific procedures	10	• Ensure all research activities are performed according to Medical Control Council (MCC), protocol, the Declaration of Helsinki, International Conference on Harmonisation (ICH), Good Clinical Practice Guidelines and other relevant legislation. • Oversee the recruitment, screening and enrollment participants as per protocol-specific inclusion/exclusion requirements. • Assist with engagement with key stakeholders, including schools and CAB. • Ensure informed consent is obtained for all participants as per Standard Operating Procedures. • Manage participants with Adverse Events or Expedited Adverse Events and report as per protocol requirements. • Perform other protocol specific procedures when necessary (e.g. contraceptive implant/IUD insertion, counselling, taking of swabs, biopsies, etc). • Interpret and act on laboratory results.	• Recruitment is successful. • Participants remain on study. • Participant confidentiality maintained at all times. • Research protocol is followed correctly.

3	Research Support and Safety of Participants	30	• Ensure all Adverse Events or Expedited Adverse Events are managed timeously and effectively as per Standard Operating Procedures (SOP) and protocol requirements. • Coordinate responses to clinical queries from sponsors. • Liaise with Study Coordinators and Data Team to identify problem areas, and implement corrective actions and training programmes. • Assist with staff training in new and updated protocols. • Assist PI and Coordinator with visits by sponsors and partners.	• All protocol activities are effectively implemented.
4	Study Administration	20	• Document all procedures and investigations as per study requirements. • Assist in preparing study documentation for audits, monitoring visits and site visits from external study monitors and auditors. • Attend protocol specific clinical calls. • Assist with operational research related management issues. • Assist with the design and enactment of standard operating procedures for clinical management and research projects.	• Study documentation is accurate and complete. • Clinical Study staff are supported.
5	Supervision and management of staff	30	• Line manage junior Research Officers and Clinical Research Nurse according to UCT HR Personnel Performance System. • Perform performance assessments of relevant staff and provide constructive feedback to staff. • Communicate with and assist HR Dept with regards to staff issues.	• Staff are informed of all necessary changes/ updates to study requirements/processes. • Training needs identified and relevant training delivered.

MINIMUM REQUIREMENTS

Minimum qualifications	MBChB
Minimum experience (Advantageous)	• 2 or more years' work experience in the clinical research environment • Current lead or supervisory role within the clinical research environment
Skills	• Computer skills : Email, Microsoft word, Excel, Powerpoint • Excellent ability to build interpersonal relationships • Strong communication skills – verbal and written • Strong client focus • Team Leadership/Management • Project Management • Problem solving and decision making • Strong work ethic and standards • Detail oriented and strong administration skills
Knowledge	• Technical knowledge of Clinical environment
Professional registration or license requirements	HPCSA registration as a medical practitioner (independent practice)
Other requirements	N/A

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Client service orientation	4	Strong communication skills	4
	Building interpersonal relationships	4	People management, including performance management	4
	Decision-making and problem-solving	4	Facilitating change	3
	Building partnerships	3	Functional leadership	4
	Technical knowledge and skill	4	Work standards	4

SCOPE OF RESPONSIBILITY

Functions responsible for	• Clinical Procedures – participants are managed according to protocol requirements and medical ethical standards. • Protocol-specific procedures – recruitment and retention is successful; research protocol is followed correctly. • Study Administration – Study documentation is accurate and complete; research staff is supported. • Supervision and management of junior Research Officers and Clinical Research Nurse.
Amount and kind of supervision received	Minimal
Amount and kind of supervision exercised	In charge of professional staff who need medium level of supervision.
Decisions which can be made	People management, budgeting and clinical trial management.
Decisions which must be referred	Allocation of study funds.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Medical Professionals, Researchers at various levels.
External to UCT	Funders, Fellow Researchers and Study Participants