HR191	**JOB 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 job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Research Officer		
Job title (HR Practitioner to provide)	Research Officer		
Job grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Faculty Health Sciences		
Academic department / PASS unit	Department of Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation	May 2015		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)

PURPOSE

The main purpose of this position is to render efficient and effective clinical care to volunteers on research studies.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	**Clinical procedures**	**50%**	• 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 • Manage accountability and adherence monitoring of study drugs • Refer participants to other clinical care as required. • Consult with other clinical and research staff when necessary	• Participants are managed according to Health Professionals Council of South Africa (HPCSA) and South African Medicines Council (MCC) policies and procedures • Participants are managed according to protocol requirements • Participant are managed according to medical ethical standards
2	**Protocol-specific procedures**	**20%**	• Ensure all research activities are performed according to Medicines Control Council (MCC), protocol, the Declaration of Helsinki, International Conference on Harmonisation (ICH) Good Clinical Practice Guidelines and other relevant legislation. • Recruit, screen and enroll participants as per protocol-specific inclusion/exclusion requirements • 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 (endoscopy, counselling, 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	**Study Administration**	**30%**	• 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. • Transcribe and ensure quality control of study documentation • Attend clinical and research management meetings • Assist with the design and enactment of standard operating procedures for clinical management and research projects	• Study documentation is accurate and complete • Research staff are supported

MINIMUM REQUIREMENTS

Minimum qualifications	MBChB Degree Registration with the Health Professions Council of South Africa (HPCSA)			
Minimum experience (type and years)	2 or more years' clinical experience			
Skills	Clinical skills including the ability to conduct pelvic exams and associated sample collection. Ability to establish a baseline physical exam status and identify an adverse event when it arises. Computer skills: Email, Microsoft word, Excel, PowerPoint			
Knowledge	Management of common medical conditions as per local treatment guidelines			
Professional registration or license requirements	HPCSA			
Other requirements	Attention to detail, good interpersonal skill, client focused, ability to work efficiently and effectively to meet deadlines.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Client service	2	Communication	2
	Building interpersonal relationships	2		
	Decision-making and problem-solving	2		
	Technical knowledge and skill	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Daily management of participant clinical issues including adverse events. Responsible for protocol specific sample collection.
Amount and kind of supervision received	Minimal supervision required. Protocol specific guidance will be provided when required.
Amount and kind of supervision exercised	Minimal. May provide supervision to nurses wrt to sample collection.
Decisions which can be made	Clinical management of participants as per protocol, study specific procedures manual and local guidelines
Decisions which must be referred	Any anticipated deviation from the protocol must be discussed with the site investigator. Any decision which falls under the scope of practice of the site investigator

CONTACTS AND RELATIONSHIPS

Internal to UCT	Other site, Desmond Tutu HIV Centre and UCT staff
External to UCT	Sponsor and protocol specific representatives e.g. protocol safety review team, clinical research associates, study monitors and training staff appointed by the sponsor.