HR191	Position Description	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

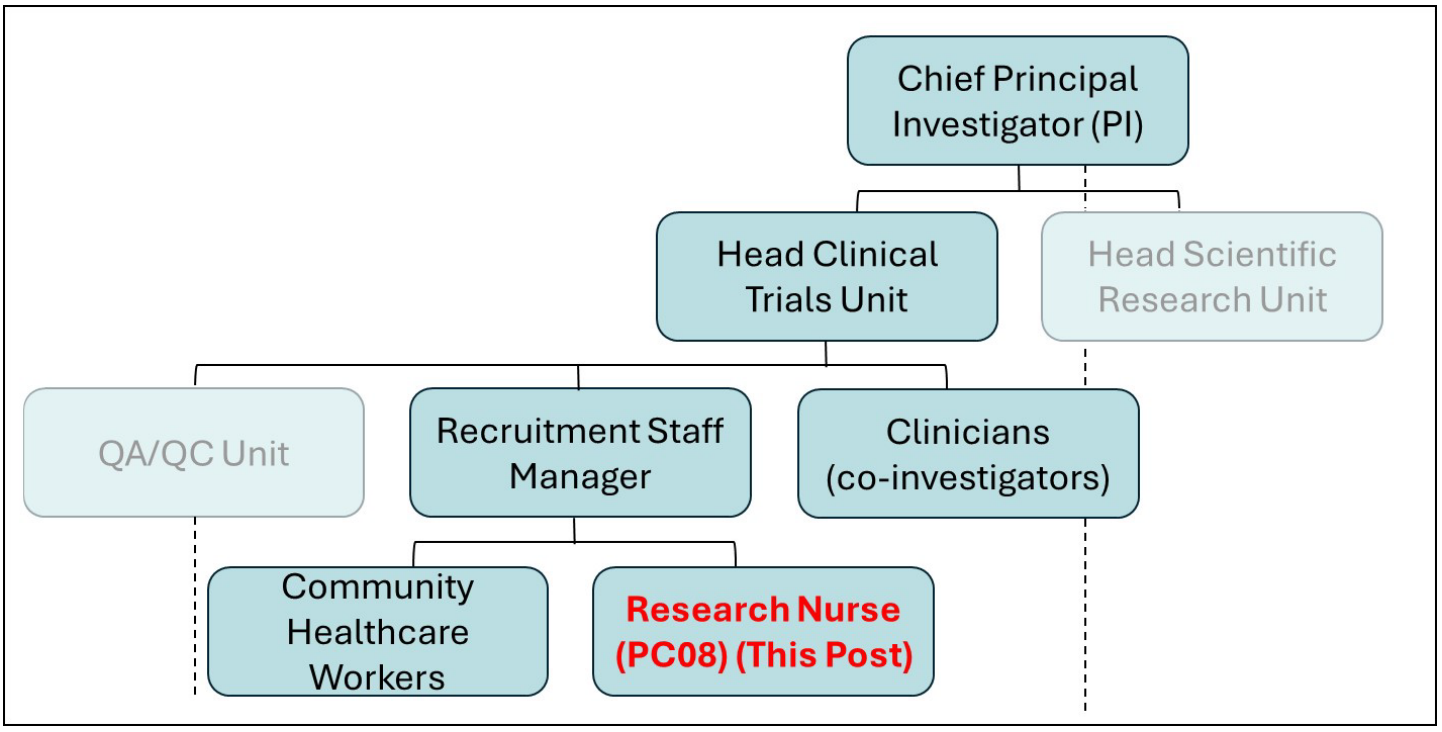
NOTES
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Nurse		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC8	Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Health Sciences		
Division / section	Department of Medicine		
Date of compilation	10 March 2025		

ORGANOGRAM

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



The successful candidate will be required to perform general research nurse duties and to assist the team with the implementation of specific research projects carried out by Prof Keertan Dheda's research group (Centre for Lung Infection and Immunity) in the Division of Pulmonology, Department of Medicine, of the University of Cape Town (UCT). These duties will primarily be performed at various hospital and clinical sampling sites, with office space in the Old Main Building of Groote Schuur Hospital and the UCT Lung Institute.

The research nurse will be responsible for participant recruitment according to the study protocols and GCP standards, as well as clinical procedures such as monitoring of vital signs, phlebotomy and collection of required specimens from participants. The successful candidate will also be involved in participant travel cost re-imbursement and be required to assist with the collection and capturing of research data.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Participant recruitment and retention	25	• Forming and maintaining relationships with clinics where recruitment will take place. • Monitor missed visits and implement plans to complete visits before window closes. • Undertake phone call for follow-ups visits.	• Appropriate populations are recruited to site for screening. • Screening and enrollment targets are met. • Retention of participants on trials is maintained to an acceptable standard (>90%).
2	Quality control (QC) and quality assurance (QA); query resolution, data management	25	• Perform QC activities- this includes checking all source documentation, CRFS and ICFs while adhering to S.A GCP guidelines. • Capture data electronically. • Assist with preparation of monitoring visits and audits. Identify quality issues and deviations and report to specific project investigators, group leader/s and PI.	• Data that is captured is complete and accurate and Informed consent forms are signed correctly. Any • data discrepancies or errors are corrected within timelines. • Participant files are audit ready and monitoring/ audit findings are kept to a minimum. • Non-compliances and deviations are kept to a minimum and repetition of these is avoided.
3	Administrative duties	25	• Assist with stock control of specimen collection material, clinical assessments, as well as stationery and study documentation. • Prepare and maintain participant folders. • Capture all stored specimens in electronic database. • Assisting with ethics submission and collaboration meetings regarding participant sampling and control sample recruitment. Take part in research meetings.	• The clinic is adequality stocked and flow is optimized. • Laboratory can plan stock requirements for specimen collection kits according to schedule. • Participant folders are in good order at any given point.
4	Clinical and study specific procedures: Study ID assignment, informed consent, specimen collection, clinical assessments	25	• Assign study ID for newly screened participants. Perform study specific procedures including, but not limited to, counselling, obtaining informed consent, phlebotomy, vital signs assessment and collection of urine, stool, saliva, and sputum as per protocol and SOPs and collection of samples specific to each • research project in the group. Assist investigators to administer study product as per protocol.	• Each screened participant is assigned a unique identifier. • Procedures are completed as per protocol and samples collected as per SOPs. • Participants receive study product as per protocol.

MINIMUM REQUIREMENTS

Minimum qualifications	Nursing Diploma or Degree Certification in Good Clinical Practice (GCP) (Advantageous)
Minimum experience (type and years)	2-5-years post qualification experience in a hospital or clinic nursing care 2 years of experience in clinical research (desired but not required)
Skills	Phlebotomy, excellent time management, counselling and consent taking
Knowledge	Teamwork and project participation
Professional registration or license requirements	Current registration with the South African Nursing Council (SANC) Current work permit if not South African
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances')	Xhosa or Afrikaans written and spoken fluently English written and spoken fluently Honesty to handle cash or finances

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Time management	2	Building interpersonal relationships	2
Planning and organizing	2	Communication	2
Teamwork	2	Individual leadership	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Performing tasks related to screening, enrollment and retention of study participants, sample collection and the completion of associated documentation. Data entry and managing patient reimbursement.
Amount and kind of supervision received	Reports directly to "Recruitment Staff Manager" and "Principal Investigator".
Amount and kind of supervision exercised	Must supervise the successful completion of all day-to-day activities at clinics, sampling sites and ensure the site enrollment and retention targets.
Decisions which can be made	Participant booking and rescheduling.
Decisions which must be referred	Protocol deviations and AE attribution refer to researcher and principal investigator as per the project in question.