| HR191 | **POSITION DESCRIPTION** | UNIVERSITY OF CAPE TOWN<br>IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD |
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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**

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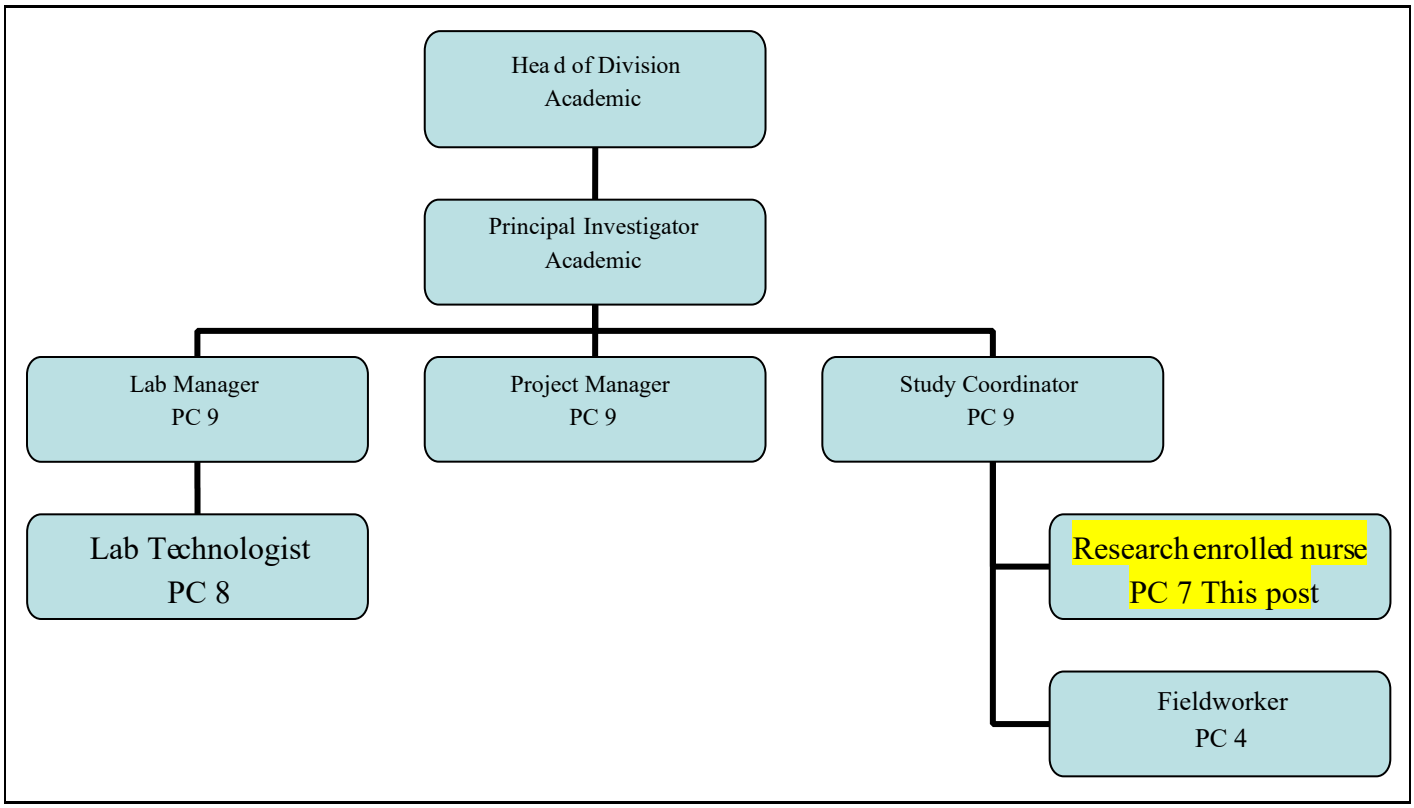
| Position title | Research Enrolled Nurse | | |
| Job title (HR Business Partner to provide) | | | |
| Position grade (if known) | PC 7 | Date last graded (if known) | |
| Academic faculty / PASS department | Health Sciences | | |
| Academic department / PASS unit | Pathology | | |
| Division / section | Immunology | | |
| Date of compilation | 19 Feb 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% | Takes, types up and distributes minutes and agendas for monthly departmental meeting.<br><br>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member. | All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.<br><br>Visitors are directed to appropriate staff member in a professional and efficient manner. |
| 1 | Clinical Trial Nursing | 60% | • Pre-screens potential participants responding to advertisement if needed and liaises with investigators and participants as regards eligibility.<br>• Performs delegated clinical assessments (e.g. weight, height, vital signs, ECG, phlebotomy, urinalysis etc.) and records them accurately in the source notes.<br>• 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<br>• 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)<br>• Cares for research participants in terms of their wellbeing, dietary needs, comfort, security etc. | • Potential participants are pre-assessed correctly and either informed of ineligibility, suitability for the Adult Volunteer Data Base, or booked for screening.<br>• Clinical, duties are performed according to study role and as per the protocol, SOP's and regulatory requirements.<br>• Laboratory and cardiology (or other as appropriate) assessments are correctly taken, labelled, dispatched, tacked and filed within the appropriate timelines.<br>• There are adequate supplies and equipment of the required standard for visits (documented appropriately if required)<br>• 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% | • Performs quality control checks on recorded data where needed.<br>• Enters data into the case record form.<br>• Submits adverse event reports, if needed.<br>• Files documents in the appropriate place.<br>• Liaises with internal and external monitors if required. | • Data in the source notes are complete and valid.<br>• 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.<br>• Correct submission of adverse events to relevant partiers in the required timelines.<br>• Documents are filed in the correct place.<br>• Fulfils monitors' requirements. |

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| 3 | Stock Management | 10% | • Ensures that there is an adequate supply of resources at the clinic such as needles, swabs, collection cups etc. | • Stock of supplies are always checked so that the clinic never has a shortage of resources when required |
| 4 | Telephonic follow-up | 10% | • Identifies participants who require a telephonic follow-up<br>• Provides appropriate health checks telephonically | • Calls participants who require a follow up health check as identified during their clinic visit<br>• Assess them telephonically and recalls to clinic where necessary |

## MINIMUM REQUIREMENTS

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| Minimum qualifications | Qualification and Registration with the South African Nursing Council (SANC) as an Enrolled or Registered Nurse |
| Minimum experience (type and years) | • 2 years nursing experience in primary health care and/or peadiatrics<br>• At least one year's experience doing HIV/AIDS counselling<br>• Nursing experience within a research environment<br>• Experience using the REDCap database |
| Skills | Fluency in English and / or isiXhosa<br>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: EGC, 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'.) | Advantageous:<br>• Phlebotomy skills in infants<br>• GCP certification<br>• Experience in pediatric research<br>• 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

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| 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

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