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

NOTES

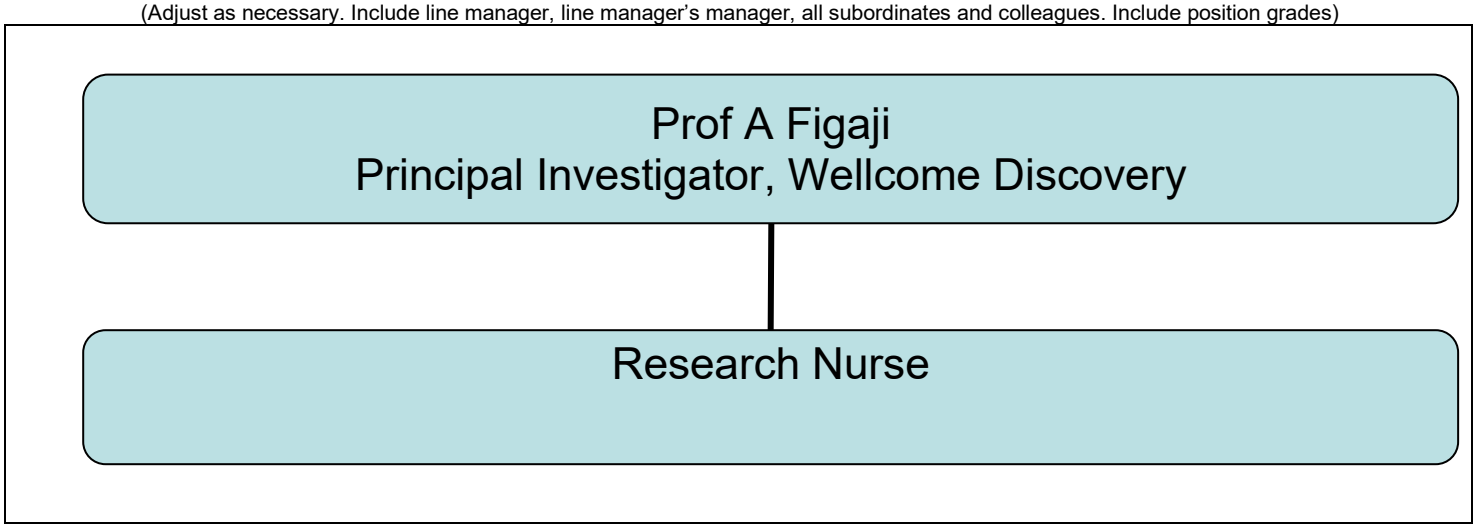
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Nurse		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC08	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Surgery/ Neuroscience Institute		
Division / section	Neurosurgery		
Date of compilation	28 June 2022		

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 research activities relating to the Wellcome Discovery Project, Novel Methods of Investigating Disease Mechanisms and Treatment in Children with Tuberculous Meningitis (TBM). TBM is one of the main research areas for the African Brain Child Research Group. Support for this project will be achieved by performing clinical procedures on research participants and the related clinical samples according to protocol requirements and Good Clinical Practices. The successful candidate will work under the supervision of Professor Anthony Figaji, Head of Paediatric Neurosurgery at the Red Cross War Memorial Children's Hospital, University of Cape Town and Dr Basil Enicker, Head of Neurosurgery, Inkosi Albert Luthuli Central Hospital, University of KwaZulu Natal. The successful incumbent will be employed through the University of Cape Town, but the position is based at Inkosi Albert Luthuli Central Hospital in KwaZulu Natal and daily reporting will be to Dr Basil Enicker, Head of Neurosurgery, Inkosi Albert Luthuli Central Hospital.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Clinical	50	• Perform required clinical observations and procedures (including phlebotomy) according to research protocols • Ensure that informed consent / assent has been obtained from all participants • Sucessfully recruit, assess and screen participants according to study protocol and criteria • Advise and guide participant on basic medical conditions • Setting up clinical equipment • Accurate collection and labelling of samples • Correct storage of samples • Correct processing of samples • Correct transport of samples to Cape Town • Maintain clinical and study related equipment • Availability to work overtime and after hours due to the unpredictable nature of clinical environment • Availability to work night shifts when required • Arrange appointments and manage follow-up visits of research participants	• Record all clinical observations and communicate to research groups in CT and DBN • Completed case report forms • Maintain and file consent forms • Well maintained records of patient follow up • Samples processed, labelled, stored and recorded / logged correctly • Samples transported to Cape Town • Communicating with Lab Manager in Cape Town • Communicating with staff responsible for sample processing • Well maintained clinical equipment • Maintenance of record of patient follow-up appointment and missed apppointments • Participants informed about their next appointment

2	Administration	40	• Complete all administration including transcribing research data into case report forms and uploading to databases • Ensure patient records and consent forms are maintained up to date • Filling of patient consent forms, questionnnaires and case report forms • Inform Study Coordinators (including Cape Town site) of daily progress • Ensure good co-operation and communication	• Ensure accurately completed and filed case report forms (including online versions) • Up to date data recorded and accessible study information (available online) • Any problems and challenges are promptly brought to the attention of the research team • Well maintained consumable stock levels. • Communicate with team in CT to purchase any extra consumables of study rekated items. • Act as a liaison between Cape Town and
3	Research	10	• Entry of data into computerized database is mainatined • Attend research meetings and progress and planning meeting as required	• Completed patient records, and database available oninle • Contribute to research and planning meetings

MINIMUM REQUIREMENTS

Minimum qualifications	National Diploma in Nursing (Nursing Degree would be advantageous)
Minimum experience (type and years)	2 years nursing experience
Skills	Computer Literacy with ability to use MS Office Suite Excellent organisational ability Written and oral communication skills in English, Zulu / Afrikaans / Xhosa Strong patient focus Strong work ethic Valid driver licence with reliable transport Excellent planning and organisation skills
Knowledge	Routine medical procedures Experience as research nurse is an advatage
Professional registration or license requirements	Registered with the South African Nursing Council (SANC)
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	N/A

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Information management	3	Teamwork / collaboration	3
Planning and organizing/ work management	3	University awareness	2
Stress tolerance	3	Conflict management	3
Computer literacy and numeracy	2	Adaptability / flexibility	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Performing all clinical observations and procedures as dictated by research protocols Subject recruitment: Informed consent of legal guardians and assent of child participants Setup of microdialysis equipment and all items related to analysis and collection of samples. Sample collection, lablleing, storage and transport. Assistance with sample processing may be required in some cases Availability to work overtime and after hours due to the unpredictable nature of clinical environment, when required Complete all administration including transcribing research data into case report forms and uploading to databases as needed Inform Study Coordinators of daily clinic progress Maintain patient records, consent forms and CRFs Arrange appointments and manage follow-up visits of research participants Liaison with clinical research team Assistance with routine medical procedures i.e. phlebotomy and labelling of samples when reuired
Amount and kind of supervision received	Supervision by Dr Basil Enicker at Univresty of KwaZulu Natal and Prof Anthony Figaji at the University of Cape Town. Support from staff members including medical officer, lab manager, prinicpal scientific officer, research assistant.
Amount and kind of supervision exercised	N/A
Decisions which can be made	Data collection, sample collection
Decisions which must be referred	Data analysis, laboratory protocols, clinically indicated procedures

CONTACTS AND RELATIONSHIPS

Internal to UCT	Neurosurgery research group leader and collaborators in Cape Twon and Durban Neuroscience Institute Senior Researcher Neuroscience Institute Laboratory Manager Neurosurgery Prinicipal Scientific Officer Neurosurgery Research Co-ordinator Neurosurgery Research Assistant Neurosurgery clinical staff at Red Cross Children's Hospital
External to UCT	Dr Basil Enicker Laboratory Staff at Albert Luthuli Hospital