

**NOTES**

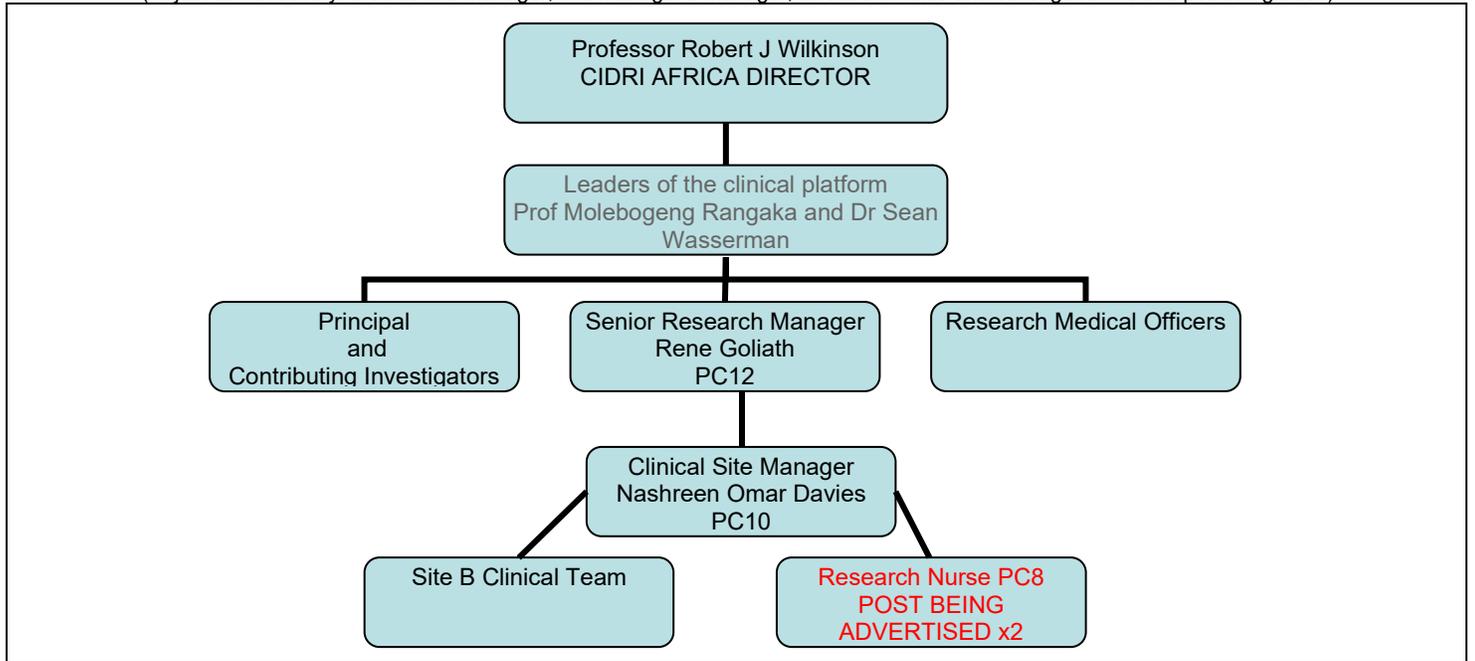
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Research Nurse		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC8	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	IDM		
Division / section	CIDRI-Africa		
Date of compilation	March 2026		

**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 fulfill the role as a professional research nurse within the research domain. The Research Nurse will be responsible for clinical trial-related procedures and tasks at the research site (Khayelitsha Site B) inclusive of possible inpatient study at Khayelitsha Hospital.

The research nurse will work closely with the research medical officers, trial pharmacists, clinical trial coordinator, a clinical research worker, site PIs and co- investigators. Their roles will include the clinical assessment of trial participants, phlebotomy, sample processing and transportation, drug administration (oral and intravenously) and treatment monitoring, consenting of participants, among other things. They will also be required to document clinical findings using study case report forms and entering information to a study database and report adverse events.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Project co-ordination – day to day activity inclusive of informed consent	40%	Input to protocol activation, re: clinical needs Evaluate and control the use of consumables Communications with CROs, scheduling participant visits and having input in the data collections and quality Assist with the recruitment and retention strategies Input into to development and activation of all clinical SOPs and work plans	Protocol implementation Day-to-day activities to be monitored and all challenges addressed at the soonest opportunity Management of multiple study diaries and allocating staff as required Implementation of all clinical SOPs and work plans
2	Participant Management and Team Support	20%	Co-ordinate and assist with phlebotomy, measure vital signs, perform ECGs, spirometer measurements and conduct required participant evaluations Follow-up management and ensuring visits remain in the window periods Data collection on Redcap or hard copy	All study activities conducted according to protocol requirements and following SOPs Focus on Infection control Offer clinical support of staff during planned or unplanned leave to ensure participant visits are not disrupted Sample collection as per protocol Manage follow-ups across studies
3	Quality Control	10%	Institute SOPs for quality assurance and be an active participant in all aspects of quality data collection, Comply with Data management SOPs Conduct and Oversee <ul style="list-style-type: none"> <li>• Screening and enrolment</li> <li>• Informed consent</li> <li>• Study documentation and completion of CRFs</li> <li>• Identifying AEs and SAEs</li> </ul>	To ensure effective systems are in place to produce high quality data Data management SOPs implementation All aspects of the study activity must be adhered to by the team, foster team morale Capture all nursing activity on e-database of hard copy CRF Support response to all clinical issues raised by the Sponsor site management, PIs and Sub-Is
4	Staff support in line with study specific activity	10%	Input staff needs Input to study initiation and ongoing study activity Be aware of clinical staff competency in the team Flag the need to team members and your own training	Competent staff team to ensure safety and success of the study Prepare for all CRO study visits and respond to all monitoring visit activities Support staff training to ensure you are competent and fully trained Motivated well-functioning study team
5	Meetings and training	5%	Attend and participate in weekly clinic meetings. Attend all required protocol training and re-training	Fully aware of all activity at the clinic You and the team are fully trained Ability to complete CAPA as part of the training process
6	Phlebotomy and collection of laboratory samples as per protocol	15%	Understand the method of sample collection and on-site storage. Liaise with on-site laboratory staff regarding sample chain of custody, sample pack levels	Protect sample integrity All laboratory results to be received and recorded in participant records within the stipulated time frames as set out in the protocol and SOPs Report clinically significant results Sub-I

### MINIMUM REQUIREMENTS

Minimum qualifications	General Diploma or Degree in Nursing.			
Minimum experience (type and years)	2+ years general nursing experience post community service Hospital ward management, Research Nurse experience Advanced experience in phlebotomy Experience working with HIV and TB infected patients.			
Skills	Clinical Assessment, Phlebotomy, ECG, Spirometry, sample collection Quality control, maintenance of good infection control policies.			
Knowledge	Computer literacy. Good understanding of TB/HIV. Knowledge of the Khayelitsha community			
Professional registration or license requirements	SANC GCP			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	N/A			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Clinical Assessment	2	Quality Assurance	2
	Phlebotomy (General clinical skills)	2	Report writing	2
	Computer literacy	2	Infection control	2
	Management	2		

### SCOPE OF RESPONSIBILITY

Functions responsible for	Creation of community links Facilitation of training of fellow team members
Amount and kind of supervision received	From PIs, Cis, RMOs, Research Manager, Clinical Site Manager
Amount and kind of supervision exercised	Supervision with guidance of CRWs as required
Decisions which can be made	Clinical assessment with referral to medical officers
Decisions which must be referred	All SAE/AEs and participant safety issues

### CONTACTS AND RELATIONSHIPS

Internal to UCT	CIDRI Management, PI's and site management
External to UCT	Local clinics and clinical structures in the Khayelitsha sub district