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

NOTES

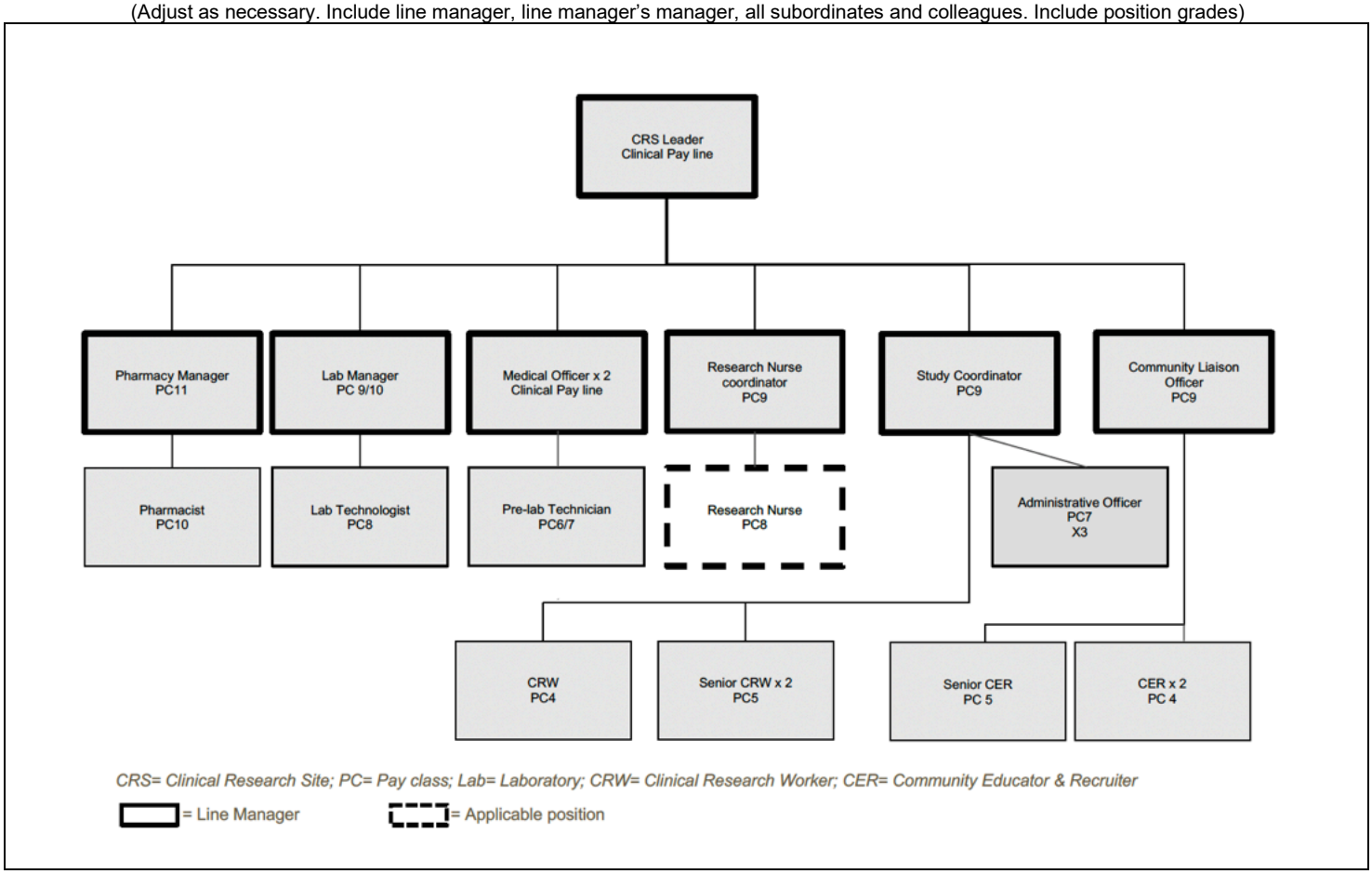
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Nurse		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC08	Date last graded (if known)	
Academic faculty / PASS department	Faculty Of Health Sciences		
Academic department / PASS unit	IDM: VUKA		
Division / section	Meintjes group		
Date of compilation	01 JUN 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 implement clinical trial protocols at the Vuka Research Clinic that is based in Khayelitsha (full time in Khayelitsha).

The incumbent will need to perform clinical, quality, administrative and data related tasks according to Site Director's plan and the research sponsors', and research partners' requirements.

Research protocols are generally in infectious diseases prevention, treatment and immunology but may expand to include non-communicable disease prevention and treatment. Additionally the role may be required to support community-based interventions for service providers that work alongside the research clinic.

Current and upcoming protocols:

Purpose 1: A Phase 3, Double-Blinded, Multicenter, Randomized Study to Evaluate Safety and Efficacy of Twice Yearly Long-Acting Subcutaneous Lenacapavir, and Daily Oral Emtricitabine/ Tenofovir Alafenamide for Pre-Exposure Prophylaxis in Adolescent Girls and Young Women at Risk of HIV Infection.

HVTN 605: A Phase 2 a clinical trial to evaluate the safety and immunogenicity of MTBVAC in adolescents and adults living with and without HIV in South Africa

BIYELA – Bexsero Immunisation in Young Women in Africa: A Phase 3 Randomized, Double-blind, Placebo-controlled Study to Assess Efficacy of Meningococcal Serogroup B vaccine rMenB+OMV NZ (Bexsero) in Preventing Gonococcal Infection Among Individuals Born Female in South Africa

Expressive-10: A Phase 3, Randomized, Active-Controlled, Double-Blind Clinical Study to Evaluate the Efficacy and Safety of MK-8527 Oral Once-Monthly as HIV-1 Preexposure Prophylaxis in Women

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Protocol required and clinical procedures.	60%	Screening duties: • Conduct informed consent Clinical duties: • Pregnancy and contraception assessment and counselling • HIV pre- and post-test and risk reduction counselling • Adherence assessments and counselling • Vital signs assessments • Symptom enquiry • Specimen collection- urine, blood, vaginal swabs, etc. • Specimen requisitioning, electronic and paper • Administration of study drug including vaccination • Post study drug observation and care Data duties: • Document data points per GCP requirement in paper and electronic source • Assist in data query resolution • Assist in data entry Quality Duties: • Perform QC on participant files per site SOPs.	Eligible candidates are adequately informed to give consent. Participants are aware of contraception choices and any requirements including required duration of effective methods and the risk to a potential pregnancy of study intervention. Participants and study staff work together to implement tailored HIV risk reduction strategies to reduce participants HIV infection risk as far as possible. High quality and complete specimen results and data outputs are attained. Clinical procedures performed safely and according to protocol and GCP. Clinical events are assessed and managed appropriately
2	Study and site administration	20%	Assist coordinator with stock control of consumables used for clinical work, specimen collection and processing (including laboratory kits), biohazard waste disposal and infection control. This includes inventory and orderings as needed. Ensure clinic rooms are stocked with appropriate clinical equipment and consumables Assist with clinic bookings and participant flow in the clinic Check emergency trolley as required per SOP.	Clinic flow is efficient and all that is required for protocol procedures is on hand prior to participants arrival at the clinic. Participants complete intervention visits within 2-4 hours and non-intervention visits within 2 hours. Infection control and COVID-19 protocols are implemented as required. The clinic is ready in the event of an early adverse drug reaction and compliant with SAHPRA requirements on the emergency management if trial participants.

3	Sample processing and testing	10%	Perform point of care pregnancy, urinalysis, HIV, hemoglobin and glucose testing. Work with laboratory staff to process and store samples per protocol requirements	Point of care laboratory assessments are available as soon as possible during participant visit. Specimen integrity is maintained for protocol required laboratory assessments.
4	Meetings, training and communication	10%	Attend all required meetings and training sessions provided by sponsors, UCT and at the site level Learn and maintain online access to multiple electronic systems use for specimen, protocol and site management. Use a variety of platforms (WhatsApp, Trello, email, verbal, teleconference, Zoom, sponsor online platforms etc.) to communicate and coordinate with the study team, site director, sponsor/ representatives, local partners.	Sound knowledge of all protocols and site processes ensuring minimal deviations. Efficient communication and teamwork at the site. Safety and regulatory guidelines adhered to. Staff are up to date with sponsor communications

MINIMUM REQUIREMENTS

Minimum qualifications	General Diploma or Degree in Nursing			
Minimum experience (type and years)	2-years general nursing experience post community service,			
Skills	Clinical Assessment, Phlebotomy, Vaccination, Quality control, measurement of vital signs, swabbing			
Knowledge	Computer literacy, Ethics in clinical research			
Professional registration or license requirements	Current SANC registration			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to work within a diverse team, with members ranging from lay health workers to registered medical professionals, of all races, cultures, and sexual and gender orientations. Discretion and sensitivity to council participants on sexual health topics. South African Good Clinical Practice (SA-GCP) certification (advantageous) IATA certification (advantageous) Experience with electronic sample requisitioning and management (advantageous)			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Clinical Assessment	2	Quality management	2
	Specimen collection	2		
	Computer literacy	2		
	Management	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Day to day clinical management of studies
Amount and kind of supervision received	Supported by Site Clinical Project Manager and Research medical officers
Amount and kind of supervision exercised	Clinical Research Workers, Assistant Research Nurse
Decisions which can be made	Day to day management of studies and clinic activity
Decisions which must be referred	SAE, AEs and protocol deviations, Staff conflict

CONTACTS AND RELATIONSHIPS

Internal to UCT	CRS leader, Site Director, Site Laboratory and Operations Mangers, Site Pharmacy Manager and Site Study coordinators
External to UCT	Research Partners (e.g. DTHF, UCTLI), Sponsors, Clinical Research Associates, and their contractors and laboratories