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

NOTES

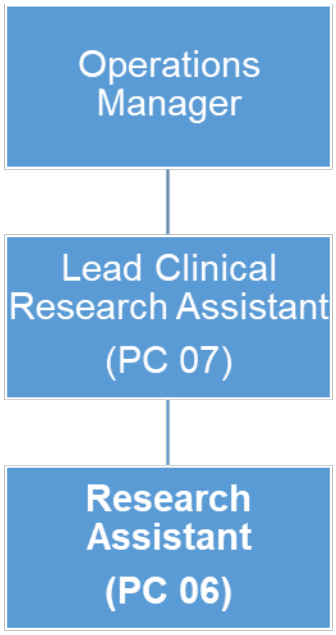
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Assistant		
Job title (HR Business Partner to provide)	Research Assistant		
Position grade (if known)	PC06	Date last graded (if known)	March 2024
Academic faculty / PASS department	Health Science		
Academic department / PASS unit	Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation	August 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 conduct Informed consent process for different protocols and provide study specific adherence counselling and HIV related counselling to potential and recruited research study participants as per specific research protocols. In addition to counselling, research assistants are delegated the duty of obtaining consent for study participation, by the site principal investigator.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Research Support	70%	• Pre-screening / Assessing potential study participants. • Participants receive explanation of the study from the Research Assistant as they conduct informed consent process as per study protocol requirements and obtain participant consent to participate in the study, on behalf of the site principal investigator. Informed consent process is a critical process that needs to be followed as per study protocol • The informed consent process entails answering all study related participant questions/ queries and referring to the investigator or designee when applicable. An in-depth knowledge is required of each study protocol by counsellors, for the participant to receive all relevant information and to make an informed choice regarding study participation. • Conduct training and mock sessions in making sure that Research Assistants familiarize themselves with the study material. • Ensure that study questionnaires are administered as per study protocol requirement. • Liaise with Senior Research Assistant/Study coordinator and provide feedback on protocol requirements and issues raised by participants. • Verify potential participants' documents thoroughly as part of assessing eligibility. • Conduct trainings and presentations during protocol meetings. • Refer any queries to line manager. • Provide research protocol-specific counselling. • Provide Pre, Post and Risk Reduction Counselling. • Provide HIV results and associated counselling to participants in a sensitive manner which empowers the participant to cope effectively with the test results. • Provide Social harm Counselling. • Run consent discussion groups as per study protocol. • Maintain confidentiality. • Conduct Self Quality Control	• Study protocol consent and questionnaires are implemented correctly and timeously. • Counselling is done according to legal and ethical requirements. • Standard Operations Procedures and workplace Guidelines.

2	Administrative support	10%	• Complete records as per protocol and site requirements. • Administer study questionnaires as per study protocol requirements. • ICF photocopying and scanning	• Data is accurate and correct and meet sponsor requirements.
3	Knowledge sharing	10%	• Educate clients, families and community on HIV related issues. • Participate during community awareness events and campaigns. • Perform home visits when required. • Conduct adherence and retention events and assist Retention Officers and Community teams in retaining participants.	• Adherence to study product meet Recruitment and retention of participants. • Recruitment and retention metrics are met.
4	Clinic support	10%	• Assisting with in participants welfare • Act as translator when necessary. • Translating study documents, back translation, proof reading and translating for the doctors. • Assist with task assigned by the Line Manager and Site Coordinator.	• Recruitment and retention metrics are met.

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12; HIV Pre and Post Counselling certification, specifically the Intensive Counselling and Adherence Counselling Certificate
Minimum experience (type and years)	2-year HIV counselling experience in Clinical Research
Skills	Interpersonal skills, problem solving skills. Client services Computer skills Fluent in IsiXhosa and English
Knowledge	GCP and HSP certification
Professional registration or license requirements	N/A
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 UCT Competency Framework)

Competence	Level	Competence	Level
Client (participant) service	1	Task related knowledge and skills	1
Communication	1		
Teamwork	1		
Building interpersonal relationships	1		

SCOPE OF RESPONSIBILITY

Functions responsible for	Conduct informed consent process and obtain informed consent without deviation. Complete locator information of potential and recruited research study participants to ensure retention. Counselling of potential and recruited research study participants ensuring that participants have sufficient knowledge of the risks and benefits of study participation and the impact that committing to study participation in terms of time, inconvenience and commitment will have on their daily routine and lives.
Amount and kind of supervision received	Minimal
Amount and kind of supervision exercised	N/A
Decisions which can be made	Counselling based decisions, recognizing when potential study participants do not have sufficient understanding of study participation and referring appropriately the investigator to determine eligibility.
Decisions which must be referred	Decisions that require input from line manager and study coordinator (SCO) /project manager, e.g Screening participants out of the study. Referral to the investigator / designee via the manager/ SCO when in doubt of whether participant have sufficient understanding of the implications of study participation

CONTACTS AND RELATIONSHIPS

Internal to UCT	Line Manager, SCO, Site Co-Ordinator, Clinical Team, Doctors and Principal Investigators.
External to UCT	