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

NOTES

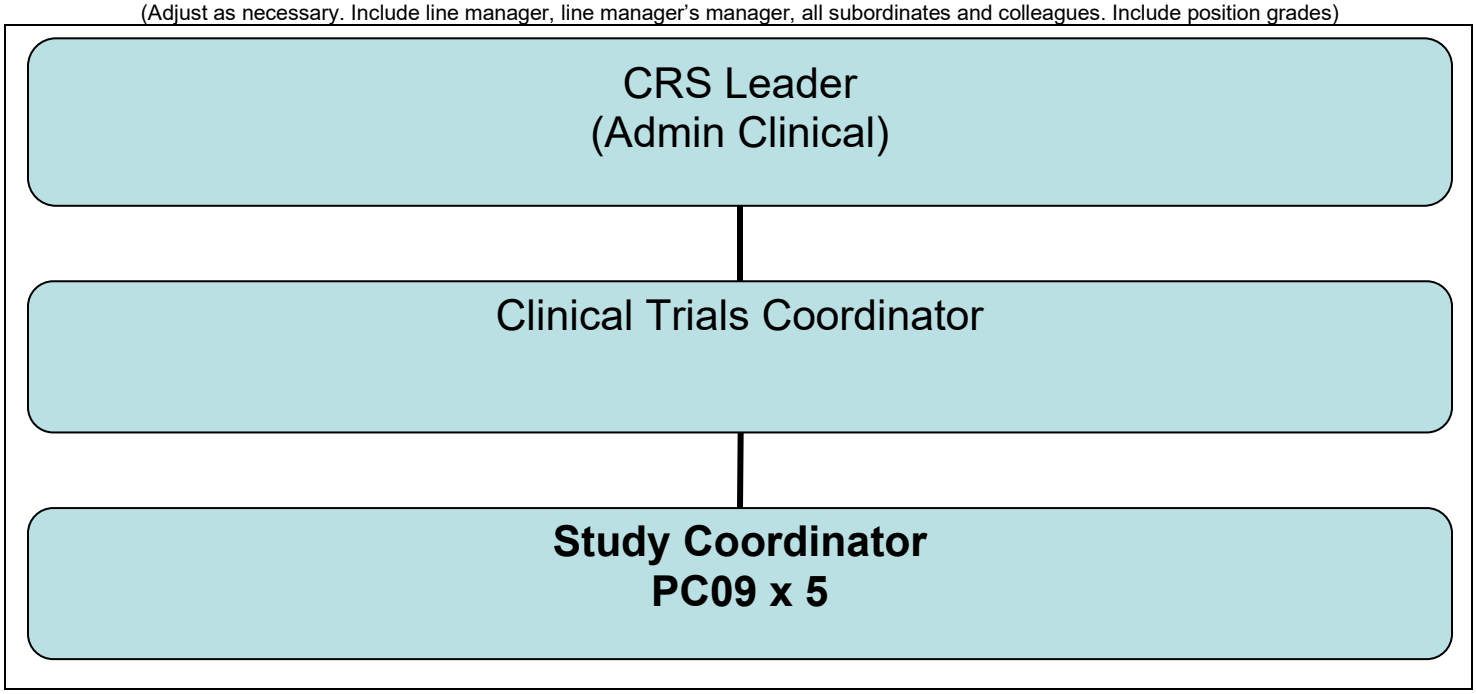
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Study Coordinator		
Job title (HR Business Partner to provide)	Study Coordinator		
Position grade (if known)	PC09	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation	September 2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The study coordinator will be responsible for coordinating and directing the onsite project activities of the clinical trial.

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. 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. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Study protocol implementation	30%	Input on protocol and protocol revision provided as required Prepare and implement study documentation and other tools e.g. Standard Operating Procedures, Work Place Guidelines Prepare facilities, activities and staff for external audits, monitoring visits and site visits Liaise with study community by means of personal meetings, circulated memos and other events to promote the study Detailed knowledge of study protocols Ensure that specific administrative, operational and clinical policies are adhered to for the study	Relevant study documentation available Study community regularly engaged and well informed
2	Recruitment and Retention	20%	Identify potential volunteers from database and discussion groups Manage the scheduled screening, consenting, enrolment and follow-up of volunteers Assist research staff when applicable Ensure smooth clinic flow Coordinate study procedures in compliance with regulatory and ethical standards, as well as study protocols Co-ordinate and monitor volunteer appointments and home visits	Volunteers successfully assessed and screened according to protocol and criteria Well-informed study volunteers Volunteers successfully complete study

3	Study Administration	40%	Host visitors to study clinic, including investigators of other studies Lead and chair meetings to address technical and operational aspects of the study Write and submit study progress reports to Project Manager Responsible procurement, utilization and control of equipment and materials in use by the study for administrative and operational purposes Compile study reports as and when required by study or site management Responsible for data quality control for specific studies Ensure accuracy and completeness of study documentation e.g. laboratory results, case report forms (CRF), regulatory files. Transcribe research data into case report forms	Study reports timeously submitted Data is accurately and timeously captured Study protocol is implemented correctly
4	Training and coordination of staff	10%	Assist line managers with staff job assignments, and periodic work-study activities Assist with education and training of staff as required Participate in staff interviews	Work schedules available for all staff Training needs identified and relevant training delivered

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12 and Tertiary degree or equivalent diploma in a related field.
Minimum experience (type and years)	At least 2-3 years' experience in a similar position
Skills	Communication, teamwork, people management, clinical research and quality management experience
Knowledge	Knowledge of Clinical Research
Professional registration or license requirements	As appropriate to qualification
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Good written and communication skills Able to multi task – managing multiple projects Management of Reimbursement if required to do so Training of all staff

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Client Service and support	2	Building partnership relationships	2
Communication	2	Decision making	2
Problem solving/Analytical thinking	2	Technical knowledge and skill	2
Building interpersonal relationships	2	Good Work Ethic	2
Resource Management	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Responsible for coordinating and directing the onsite project activities of the clinical trial
Amount and kind of supervision received	Reports to the Regulatory Manager
Amount and kind of supervision exercised	Managing the patients visit flow and driving recruitment, retention and protocol visits
Decisions which can be made	Day to day administrative decisions Decisions that affect the day to day running of the study
Decisions which must be referred	Clinical decisions and adverse events Decisions that impact procedures, participant care and safety.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Clinical site staff Finance, UCTCTU operational team, Principal Investigators
External to UCT	Government clinic staff, monitors, and participants NIH network teams specifically MTN, HVTN and HPTN. South African Regulatory bodies, Pharmaceutical Regulatory Authority