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| HR191 | Type text here<br><b>POSITION DESCRIPTION</b><br>Type text here |  <b>UNIVERSITY OF CAPE TOWN</b><br>IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD |
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## 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.

08/02/2023

## POSITION DETAILS

|  |  |                             |  |
|--|--|-----------------------------|--|
| Position title                             | Clinical research assistants (4 positions)     |                             |  |
| Job title (HR Business Partner to provide) |  |                             |  |
| Position grade (if known)                  | PC06   | Date last graded (if known) |  |
| Academic faculty / PASS department         | Health Sciences                                |                             |  |
| Academic department / PASS unit            | Department of Psychiatry and Mental Health     |                             |  |
| Division / section                         | Alan J Flisher Centre for Public Mental Health |                             |  |
| Date of compilation                        | 30 November 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:

ALIVE (Improving Adolescent mental health by reducing the Impact of poverty) is a Wellcome Trust funded study working in three low- and middle-income settings: Colombia (Bogotá), South Africa (Cape Town) and Nepal (Kathmandu). The aim of the study is to develop and pilot-test an intervention that equips adolescents with skills to escape poverty and strengthens self-regulation, thus preventing adolescent depression and anxiety in urban low- and middle-income settings. Under the lead of Professor Katherine Sorsdahl, the University of Cape Town will employ a team of 6 staff members (i.e. 2 Field Supervisors, and 4 Clinical research assistants) to undertake key functions: (i) the transcultural adaptation, pilot testing, and validation study of instruments; and the (ii) baseline- and follow up measurements of a 4-arm randomised controlled trial.

The main purpose of these positions will be to conduct fieldwork for the various work-packages of the ALIVE project. Responsibilities include: recruitment of participants, qualitative and quantitative data collection (i.e. interviews, focus group discussions, surveys), research administration (including quality checking and follow ups), regular reporting and record-keeping according to study protocols.

This is a full-time 3-year contract, for four Clinical research assistants positions according to the project's language requirements for data collection teams to be fully bilingual in (1) English-isiXhosa and (2) English-Afrikaans.

**CONTENT**

| Key performance areas |  | % of time spent | Inputs<br>(Responsibilities / activities / processes/ methods used)   | Outputs<br>(Expected results)   |
|-----------------------|--|-----------------|---|---|
| 1.                    | <b>Recruitment and data collection</b> | 50%             | <ul style="list-style-type: none"> <li>• Screen and recruit participants according to study protocols.</li> <li>• Enroll participants (adolescents and parents), obtaining informed consent.</li> <li>• Capture confidential information (consent forms, contact details, etc.) according to study protocols.</li> <li>• Conduct qualitative and quantitative data collection (interviews, focus group discussions, cognitive testing of tools and neuropsychological tests, surveys), using devices where relevant.</li> <li>• Retain participants for the required study period.</li> </ul>   | <ul style="list-style-type: none"> <li>• Participant recruitment targets are met.</li> <li>• Data is collected in line with expected quality standards.</li> <li>• Data is being captured, where needed.</li> <li>• Documentation is accurately completed and submitted to Field Supervisor.</li> <li>• Targets for various participant assessment points (follow-up assessments) are met.</li> </ul> |
| 2.                    | <b>Research administration</b>         | 25%             | <ul style="list-style-type: none"> <li>• Filing of documents according to study protocols.</li> <li>• Accurate record-keeping and supporting filing with Field Supervisor.</li> <li>• Quality checking of forms and data for missing information, or discrepancies and reporting these to Field Supervisor.</li> <li>• Responding to quality management checks and follow ups tasked by Field Supervisor.</li> <li>• Daily transfer of data and confidential forms as per study protocols.</li> <li>• Accurate recording and submission of timesheets.</li> <li>• Support Field Supervisor in keeping devices in working order.</li> <li>• Record participant reimbursement distribution.</li> <li>• Support CPMH activities</li> </ul> | <ul style="list-style-type: none"> <li>• Participant records accurate and up-to-date.</li> <li>• Field Supervisor receives all data and records timeously.</li> <li>• Data collection devices function well.</li> <li>• Documentation available as required.</li> <li>• Participant records stored securely at all times.</li> <li>• Records of reimbursement distribution is up-to-date.</li> </ul>  |

|    |                  |     |   |   |
|----|------------------|-----|---|---|
| 3. | <b>Reporting</b> | 25% | <ul style="list-style-type: none"> <li>• Routine reporting on research activities according to study protocols.</li> <li>• Strict adherence to appointment schedules, communicating any changes and challenges with Field Supervisor.</li> <li>• Keeping clinical research assistant notes on experiences, challenges, lessons learnt, reflections for debriefing discussions.</li> <li>• Reporting of adverse events, risk, and serious incidents to Field Supervisor and in line with study protocols.</li> <li>• Support research administrative tasks and other ad-hoc duties.</li> </ul> | <ul style="list-style-type: none"> <li>• Daily reporting to Field Supervisor is completed.</li> <li>• Data collection appointments completed.</li> <li>• Accurate records and clinical research assistant notes for data collection period.</li> <li>• Immediate reporting of risk and adverse events.</li> <li>• Administrative support of fieldwork teams.</li> </ul> |
|----|------------------|-----|---|---|

### MINIMUM REQUIREMENTS

|   |   |       |            |       |
|---|---|-------|------------|-------|
| Minimum qualifications  | Undergraduate degree in a relevant field (e.g. psychology, public health, social science).  |       |            |       |
| Minimum experience (type and years)   | <p>At least 3 years of fieldwork (data collection) experience working in public health or psychology research in low resource settings.</p> <p>Experience in conducting interviews and focus groups.</p> <p>Technological literacy in using devices (smartphones, tablets).</p> <p>Verbal and written fluency in English and isiXhosa (2 positions) OR English and Afrikaans (2 positions).</p> <p>The following will be advantageous:</p> <ul style="list-style-type: none"> <li>• Specific experience or interest in adolescent health, adolescent mental health, poverty or depression and anxiety.</li> <li>• Cognitive testing of tools and neuropsychological tests (transcultural adaptation)</li> <li>• Previous experience working within a large research team</li> <li>• Experience of Redcap, Mobenzi or other real time digital data collection platforms</li> </ul> |       |            |       |
| Skills  | Multi-tasking, Data collection skills, Organisational skills, Communication skills  |       |            |       |
| Knowledge   | Research methodology (data collection)  |       |            |       |
| Professional registration or license requirements   | Not applicable.   |       |            |       |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.) | Flexibility, Honesty, Attention to detail, Strong verbal and written communication skills.  |       |            |       |
| Competencies (Refer to <a href="#">UCT Competency Framework</a> )   | Competence  | Level | Competence | Level |
|   | Building interpersonal relationships  | 2 - 3 |            |       |
|   | Communication   | 2 - 3 |            |       |
|   | Teamwork/ collaboration   | 2 - 3 |            |       |
|   | Flexibility   | 2 - 3 |            |       |

### SCOPE OF RESPONSIBILITY

|  |   |  |  |  |
|--|---|--|--|--|
| Functions responsible for                | Recruitment of participants, data collection, research administration, reporting.                     |  |  |  |
| Amount and kind of supervision received  | Moderate supervision.   |  |  |  |
| Amount and kind of supervision exercised | Not applicable.   |  |  |  |
| Decisions which can be made              | Decisions about daily operations as per delegation log <span style="float: right;">Page 4 of 4</span> |  |  |  |
| Decisions which must be referred         | Refer as per delegation log   |  |  |  |

### CONTACTS AND RELATIONSHIPS

|                 |                          |
|-----------------|--------------------------|
| Internal to UCT | ALIVE Team members       |
| External to UCT | Schools and NGO partners |