Type text here

Type text nere

HR191

POSITION DESCRIPTION

Type text here



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.

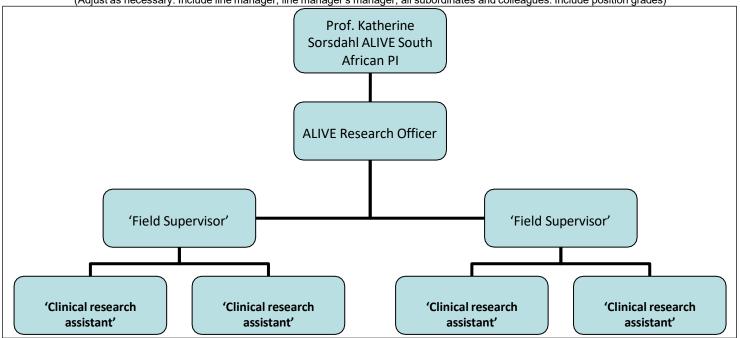
08/02/2023

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 lowand 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 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

CONTENT					
	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)	
1.	Recruitment and data collection	50%	 Screen and recruit participants according to study protocols. Enroll participants (adolescents and parents), obtaining informed consent. Capture confidential information (consent forms, contact details, etc.) according to study protocols. Conduct qualitative and quantitative data collection (interviews, focus group discussions, cognitive testing of tools and neuropsychological tests, surveys), using devices where relevant. Retain participants for the required study period. 	 Participant recruitment targets are met. Data is collected in line with expected quality standards. Data is being captured, where needed. Documentation is accurately completed and submitted to Field Supervisor. Targets for various participant assessment points (follow-up assessments) are met. 	
2.	Research administration	25%	 Filing of documents according to study protocols. Accurate record-keeping and supporting filing with Field Supervisor. Quality checking of forms and data for missing information, or discrepancies and reporting these to Field Supervisor. Responding to quality management checks and follow ups tasked by Field Supervisor. Daily transfer of data and confidential forms as per study protocols. Accurate recording and submission of timesheets. Support Field Supervisor in keeping devices in working order. Record participant reimbursement distribution. Support CPMH activities 	 Participant records accurate and up-to-date. Field Supervisor receives all data and records timeously. Data collection devices function well. Documentation available as required. Participant records stored securely at all times. Records of reimbursement distribution is up-to-date. 	

3.	Reporting	25%	 Routine reporting on research activities according to study protocols. Daily reporting to Field Supervisor is completed.
			 Strict adherence to appointment schedules, communicating any changes and challenges with Field Supervisor. Data collection appointments completed. Accurate records and clinical research assistant notes for data collection period.
			 Keeping clinical research assistant notes on experiences, challenges, lessons learnt, reflections for debriefing discussions. Immediate reporting of risk and adverse events.
			 Reporting of adverse events, risk, and serious incidents to Field Supervisor and in line with study protocols. Administrative support of fieldwork teams.
			Support research administrative tasks and other ad-hoc duties.

MINIMUM REQUIREMENTS

	INIINIINION VEGOIVI	TIAIT IA I C			
Minimum qualifications	Undergraduate degree in a relevant field (e.g.	psycholo	ogy, public health, social science).		
Minimum experience (type and years)	At least 3 years of fieldwork (data collection) experience working in public health or psychology research in low resource settings. Experience in conducting interviews and focus groups. Technological literacy in using devices (smartphones, tablets). Verbal and written fluency in English and isiXhosa (2 positions) OR English and Afrikaans (2 positions). The following will be advantageous: • Specific experience or interest in adolescent health, adolescent mental health, poverty or depression and anxiety. • Cognitive testing of tools and neuropsychological tests (transcultural adaptation) • Previous experience working within a large research team • Experience of Redcap, Mobenzi or other real time digital data collection platforms				
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.				
	Competence	Level	Competence	Level	
Competencies	Building interpersonal relationships	2 - 3			
(Refer to	Communication	2 - 3			
UCT Competency Framework)	Teamwork/ collaboration	2 - 3			
,	Flexibility	2 - 3			

SCOPE OF RESPONSIBILITY

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			
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	