

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	POLOKWANE (MANKWEMG HOSPITAL) AND GAUTENG (CHARLOTTE MAXEKE HOSPITAL AND HELEN JOSEPH HOSPITAL).
POSITION:	OFFICER - SURVEILLANCE (FIXED TERM 4 MONTHS)
PAY GRADE:	C2
REFERENCE NUMBER:	NICDCDC0620/001-01

To collect clinical data for surveillance and research purposes from patients at designated sites [e.g. clinic, community and hospital-based] in order to achieve the objectives within the project / program

Key Job Responsibilities

- Rapidly identify surveillance cases by (1) close liaison with the clinical laboratory, (2) daily review of all laboratory records and (3) by using other methods that have been put in place for that site
- Manage project nurses and / or community surveillance assistants and ensure training and data quality for the area of responsibility
- Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data
- Complete case report forms by interview and / or record review and submit to the NICD timeously
- Adhere to turn around times with regard to queries raised on the case report forms
- Conduct pre- and post-test counselling for testing, as specified in the relevant surveillance or research protocol
- Take specimens as per relevant protocol
- Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording
- File surveillance and research records on-site after data collection, according to the relevant protocol
- Compile site statistics and reports as dictated by the project activities or as required by line manager
- Actively participate in and contribute to surveillance-related activities, e.g. special research studies nested within the surveillance programme, programme evaluations, etc. [it may include activities such as patient enrollment into research projects, follow-up of patients, collecting specimens from patients, travel to patient homes or health facilities in the local area, obtaining information from clinics or hospital management as well as any reasonable task assigned by the line manager]
- Work effectively with existing DoH system in the district / region to achieve the objectives within the project / program
- Assist to obtain permission and ethics approval for surveillance and research activities in the region
- Perform tasks related to the surveillance and research project as dictated by the project activities or as assigned by the line manager
- The surveillance officer may be required to fill in at another site if there are staff shortages
- Conduct monthly stock taking accordingly in compliance with the inventory policy and timeously request stock via the line manager
- Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development

Minimum Requirements and Key Competency

- 4 year Professional Qualification with registration with appropriate regulatory board (Professional nurse)
- Valid Driver's licence
- 4 to 7 years post qualification experience in the relevant field
- 2 to 3 years research / surveillance experience
- Epidemiology / Public Health experience (desirable)
- Knowledge of surveillance and research methodologies (desirable)
- Knowledge of good Clinical Practice
- Computer literacy
- Strong written and verbal communication skills
- At least one vernacular besides English – vernacular of the area
- Crisis-intervention skills
- Excellent interpersonal skills
- Attention to detail
- Counselling
- Ability to work under pressure
- Ability to maintain confidentiality of data
- Administrative skills
- Research skills
- People management skills

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za