University of Cape Town Lung Institute
CENTRE FOR LUNG INFECTION AND IMMUNITY

ENROLLED RESEARCH NURSE

The **Centre for Lung Infection and Immunity (CLII)** (http://www.lunginstitute.co.za), has a number of new and exciting studies starting and require applications for **ENROLLED RESEARCH NURSE*.**

CLII is based within the Division of Pulmonology in the Department of Medicine at UCT and is committed to the pursuit of excellence in research, treatment, training and prevention of TB and COVID-19 in Southern Africa. CLII conducts various HIV, TB, and COVID-19-related research projects at numerous sites in Cape Town.

The successful applicants will be responsible to to participate in clinical research studies conducted by investigators, working under the direct/indirect supervision of the registered research nurse/coordinator. Perform a variety of duties including clinical duties.
This position also entails the preparation and maintenance, and completion of all essential participant-related documents required to individually and collectively permit evaluation of the conduct of a study and the quality of the data produced.

Essential Requirements:

- Certificate in Enrolled Nursing and current registration with the South African Nursing Council (SANC) as an Enrolled Nurse
- 3 to 5 years' experience in Clinical research on Multiple projects
- Fluency in English, Afrikaans and /or isiXhosa
- Excellent interpersonal, communication (both verbal and written) and time management skills.
- Proficiency in MS Office (Word, Excel, PowerPoint, and Internet)
- Excellent phlebotomy skills
- Strong organizational skills
- Detail-orientated
- Proactive and self-motivated
- Ability to work under pressure and in a fast-paced environment
- Ability to maintain the integrity of research studies.
- Open-minded and always willing to learn
- Flexible; able and willing to make changes to work schedule to meet the demands of the company
- Willingness to travel to various CLII research sites within Cape Town
- Ability to work in a team and independently and to foster a collaborative relationship with local clinics and hospitals
- Credit and Criminal Clear

The following will be advantageous:

- Interest in Infectious Diseases Research
- Knowledge of Good Clinical Practice (GCP) with current GCP certification
- Previous experience working with TB patients, especially drug-resistant TB patients.
- Valid Driver's license (advantageous) and own reliable transport
- Proficiency in Data Management systems

Responsibilities include (but not limited to):

Participant recruitment, enrolment and retention:

- Recruitment of eligible participants for research projects(s)
- Administration of informed consent and all study related activities
- Providing support and education to participants regarding the study
- Assist the coordinator to monitor trial related activities, i.e. enrolment, recruitment and randomization processes
- Ensure relevant data is collected from source documentation i.e. copies of Identity documents, birth certificates etc.

Clinical:

- Screen participants for inclusion into the study using specified inclusion and exclusion criteria
- Scheduling of participants for clinical examination and follow up
- Arrange participant transport and arrange and book participants follow up visits and telephone calls.

- Ensure that the necessary documents are available and ready for each study visit.
- Ensure that results are received and seen by the Investigators and ensure that abnormal results are followed up as requested.
- Monitoring trial related activities, before, during and after the trial
- Obtain participant specimen samples i.e. perform phlebotomy, collecting urine and saliva
- Completing Point of care test i.e. Rapid test for Pregnancy, Retroviral status, other
- Coordinate transportation of biomedical samples to the relevant laboratories
- Complete laboratory specimen transfer/transport logs.
- Administering medications or treatments as per the study protocol and under supervision of the Registered Nurse
- Monitoring vital signs (e.g., blood pressure, heart rate, temperature).

Study Administration, Collection and Management:

- Maintain applicable study logs (screening, enrolment, Participant Confidential Identification log, AE tracking, etc.).
- Maintain record of all communications as required.
- Ensure all study procedures and tests are properly documented in source according to ICH GCP guidelines.
- Assist with participant record management
- Collecting and documenting data on case report forms (CRFs).
- After trial ensure all data collected and filed away in correct order
- Entering data into electronic databases
- Performing quality control checks on data to ensure accuracy.
- Assist Coordinator with administrative duties relating to regulatory functions
- Maintain accurate records for inventory of clinical stock, equipment, material and supplies

Ad-hoc Duties

- Assist with participant reimbursement and petty cash management i.e. submission of receipts, collecting of petty cash etc.
- Assist with archiving and any other research-related duties as required

Additional Information:

- Position will be based in Mowbray
- 6-month Fixed Term Contract
- Working hours: 40 hours per week, Monday to Friday

To apply, interested applicants are requested to **click here** to complete the online application process with a cover letter and updated CV

Closing Date: 25 July 2025

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

EMPLOYMENT EQUITY STATEMENT

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.

POPIA STATEMENT

Please note that when applying for any position, reference checks will be completed, and personal information defined in the protection of personal information Act 4 of 2013 will be processed. In applying for this position, applicants will be deemed to have consented to such processing as defined in the policy statement.

***Please Note: This Position is not on UCT Conditions of Service.**