

VACANCY

Job title:	Enrolled Nurse X2
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To assist the registered nurse/s in performance of their duties ensuring GCP and SOP adherence.
Location:	PHRU - Chris Hani Baragwanath Academic Hospital, Soweto
Closing date:	19 July 2024
Submit detailed CV to:	vacancies15@witshealth.co.za
Advert reference number:	CN 042 – Enrolled Nurse
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

Recruit and be able to engage with DoH stakeholders.
 TB treatment, administration, supervision and education thereof.
 Responsible for driving potential participant to study, conduct home visits as per protocol.
 Specimen collections and other samples as per protocol.
 Administer study treatment for enrolled participants.
 Check vital signs on all visiting participants and record vital signs and observations of participant in the source document / Case Referral Form for each visiting participant.
 Conduct Phlebotomy according to protocol (study specific).
 Collect study medications from pharmacy and issue to patient providing patient education on adherence.
 Call participants who have abnormal test result and arrange for the respective tests to be repeated.
 Ensure that screening, consenting and enrolment of participants take place in line with project protocol.
 Escort participant referred to Chris Hani Baragwanath Hospital for admission.
 Ensure that participants are nebulised in line with good clinical practices when required to or requested by a medical officer.
 Perform Adherence / Infant Feeding / Prevention counselling to participants as required.
 Educate participants with regard to project aims and information.
 Induce sputum as per protocol and SOP if required.
 Conduct both physical and clinical observation on all visiting participants during each study visit.
 Collect petty cash daily during the stipulated time frame from finance and issue travel reimbursements to participants that qualify for reimbursement in line with company petty cash regulations.
 Ensure that petty cash reimbursement form is completed, and the required signatures are obtained on a daily basis.
 Ensure that the reimbursement form is signed by the participant as acknowledgment of amount received.
 Ensure that the reimbursement form is completed in full i.e. The full name of the participant, the participant number, the amount received and the signature.
 Capture the reimbursement daily on the spreadsheet provided by Finance.
 Reconcile the petty cash used against the petty cash received on a daily basis within the timelines of finance.
 Ensure that any unused petty cash is taken back to finance before close of business on a daily basis.
 Ensure that invoices for any purchases are submitted to finance following the correct process within 48hrs of receipt thereof.
 Complete Case Referral Form at the time of participant visit for each participant visit.
 Track all "lost to follow ups" participants by means of post, telephone or home visit.

Ensure that Case Referral Forms are DATAFAX and filed in participant files on a daily basis.
Log any lab results onto the system once in receipt thereof on study specific system on a daily basis.
Order stationery for project in line with the project's procurement process on at least a monthly basis.
Complete documentation with regards to HTC (HIV Testing and Counselling).
Must be able to work independently.
Liase with Study Coordinator and PI.

Required minimum education and training

Matric.
Qualified as an Enrolled Nurse.
Valid Driver's License with PDP.

Professional body registration

Registered with the South African Nursing Council.

Required minimum work experience

2 years research experience.
2 years post Nursing qualification experience.
Phlebotomy.

Desirable additional education, work experience and personal abilities

GCP certification.
Must be able to drive and well orientated with Soweto and surrounding area.
Research experience in TB and HIV management.
TB treatment Administration, Supervision and Education.
Able to multitask and thrive within normal working conditions.
Ability to conduct study processes and ability to work under pressure.
Good Clinical Practice/ Human Subject Protection certificate.
Computer Literacy.
Apply consistency to research and GCP practices.

Should you be interested in applying for this vacancy, please send an email to vacancies15@witshealth.co.za.
The subject heading of the email must read **CN 042 – Enrolled Nurse** and the job title of position applying for.
Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV