



University of Cape Town Lung Institute ALLERGY AND IMMUNOLOGY UNIT

STUDY COORDINATOR

The **Allergy and Immunology Unit (AIU)**, (<http://www.lunginstitute.co.za>), is currently establishing a database for potential **STUDY COORDINATOR*** opportunities.

The Allergy and Immunology Unit was established in 2000 to provide state of the art clinical and laboratory services for the diagnosis and management of allergic and immune-based diseases, with a mission to transform lives of patients through innovative science and compassionate care.

Minimum Requirements:

- Certificate / Degree / Diploma in General Nursing or Clinical Technology or another medical field
- 2 - 5 years' experience in clinical research on multiple projects
- Good Clinical Practice Certification (advantageous)
- Keen interest in Research (particularly Allergy, Immunology and Dermatology)
- Computer Literacy (proficiency in Microsoft Office and electronic Data Management systems, email, internet)
- Valid Driver's License (essential)
- Fluency in English and a second language (Afrikaans and / or isiXhosa)
- Good interpersonal, communication and time management skills
- Excellent organisational skills

Responsibilities include (but not limited to):

- Screen participants for inclusion into studies using specified inclusion criteria
- Scheduling of participants for clinical examination and follow up (telephone and community visits)
- Perform all delegated study procedures, i.e. vital signs, electrocardiography's (ECG's), collect laboratory and pharmacokinetic (PK) biological specimens
- Prepare laboratory specimens for shipping or transporting to laboratory
- Management of participant records: maintain, retrieve and file according to study visits. This includes laboratory and procedure results
- Maintain applicable study logs (screening, enrolment, participant confidential identification log, AE tracking, etc.)
- Oversee all trial related activities for sites at both UCT Lung institute and Tertiary Cape hospitals where the unit operations
- Management / Co-ordination of study participants
- Interface with non-study routine clinical and nursing staff in hospitals
- Assist in drafting and updating of SOP's
- Study-related data capture and management
- Perform phlebotomy procedures and insertion of peripheral IV lines (if a nursing applicant)

Additional Information:

- Position will be based in Mowbray
- Contract based
- 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**

This is an open-ended advertisement, as we seek to establish a comprehensive database of potential candidates.

We look forward to receiving your application and considering you for the potential Study Coordinator role within our organization.

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.**