

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan

COLLEGE OF HEALTH SCIENCES

RESEARCH ASSISTANT (6 months Fixed Term appointment)

Discipline of Anaesthesiology and Critical Care

SCHOOL OF CLINICAL MEDICINE/

INKOSI ALBERT LUTHULI CENTRAL HOSPITAL

Ref No. : T/CM07/2019

The Research Assistant will be working in an established unit which falls under the auspices of the Perioperative Research Group. The Perioperative Research Group currently has 3 research offices based at King Edward VIII Hospital, Inkosi Albert Luthuli Central Hospital and Grey's Hospital. These offices are involved in a number of international, national and local perioperative outcome studies and trials. The Research assistant will participate in local, national and international trials.

The Research assistant will be required to:

- recruit patients, collect and enter data
- translate (verbal/written) where necessary relating to the study protocol
- submit data electronically and be comfortable with electronic data capture and management, and follow up patients as per protocol
- organize and follow up on necessary tests for patients e.g. blood samples and results, ECG's and possibly echocardiography or other tests
- audit compliance of the study protocols by ensuring adequacy of follow up of enrolled patients
- liaise with role players in the hospitals and the university
- liaise with other members of the Perioperative Research Group
- proficient with Microsoft Word, Microsoft Excel and Powerpoint
- familiarise themselves with UKZN policy and procedures

The Research assistant will be required to assist with:

- procurement of research office equipment and supplies
- preparation and submission of trial documents, including completing ethics applications and recertifications to the UKZN ethics committee and the National Health Research Database, completing South African Health Products Regulatory Authority (SAHPRA) documents, submitting documents, copying, filing and monitoring progress of submissions
- maintenance of office filing systems
- setting up NHLS contracts, UKZN contracts and UKZN cost centres

The Research Group is, therefore, looking for someone with good work ethic, good communication skills, good organisational and interpersonal skills. The person would also need to have an interest in research and have high ethical values. The research assistant will be based predominantly at Inkosi Albert Luthuli Central Hospital, allied to the Discipline of Anaesthesiology and Critical Care at UKZN.

MINIMUM REQUIREMENTS:

- Nursing Degree, clinical technologist or equivalent degree
- Previous experience as a Research assistant
- Evidence of working with word-processing, spreadsheet, database, presentation, email and internet packages (Especially Excel, PowerPoint, Internet Explorer, Microsoft Office)

ADVANTAGES:

- Fluency in isiZulu
- One year of relevant work experience

Enquiries regarding this post may be directed to Dr A Torborg (031)240 1769. A job profile is available upon request.

The total remunerative salary is R 14 363 per month.

The closing date for receipt of applications is Friday the 31st May 2019. The University reserves the right not to make an appointment. Only shortlisted candidates will be contacted.

The interview for shortlisted candidates will be on Monday 10th June 2019, at Inkosi Albert Luthuli Central Hospital.

Applicants are required to submit a covering letter highlighting their experience in each of the requirements listed above, together with a detailed CV, including the name, telephone, fax and e-mail address of three referees, to: Ms Camy Singh, Anaesthetic Discipline, University of KwaZulu-Natal, Medical School Campus, Email: singhc@ukzn.ac.za