

VACANCY	
Job title:	Fieldworker: MOSAIC – The CATALYST Study
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To contribute to the overall process and activities associated with data collection and data management (incl. data entry, transcription and maintaining data quality) of research studies undertaken within the Institute. Where appropriate, recruit study participants from the community/clinics, maintain retention of study participants, contribute towards ongoing monitoring and administration of the studies; participate in the process of raising awareness about the studies and creating a relationship between the Wits RHI and the community.
Location:	Free State (Lejweleputswa)
Closing date:	19 July 2024
Submit detailed CV to:	Vacancy15@wrhi.ac.za
Advert reference number:	EM0053 - 2024
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

- Allocate patient identification numbers (PIDS) for all the clients
- Collect demographics at different entry points for clients interested in PrEP
- Follow up on missing data & resolve immediately
- Collect, manage and maintain quality data for research and operations purposes.
- Adhere to Good Clinical Practice Standards.
- Conduct data extraction from clinic registers, patients records or other relevant data sources as per study requirements/SOPs to update study participant files.
- Promote studies and recruit participants by conducting presentations, and distributing brochures at the clinics (in consultation with clinic health promoters)
- Obtain verbal/written consent before conducting screening, enrolment, and baseline and follow up interviews.
- Conduct screening interviews to consenting participant to determine eligibility into study.
- Use of appropriate monitoring and study logs/tools.
- Address relevant concerns and misconceptions about the study.
- Receive queries from participants and address or refer queries accordingly.
- Track participants and schedule their follow up visits
- Capture confidential information
- Perform regular data back ups
- Perform data cleaning
- Respond to data quality queries posted by the country Data Manager
- Liaise with relevant team members to make corrections on data before entry
- Filing and archiving of patient consent sheets, follow up data and other study documentation.
- Support data entry as needed.
- Keep record of all work completed and ensure all documentation is stored in a secure and confidential manner.
- When needed, revisit source documents to resolve questions, inconsistencies, or missing data.
- Attend relevant internal and external meetings.
- Ensure that the study has relevant health promotion materials (IEC) on site.
- Compile a list of all clients to be linked to external services

- Sign off the data and submit to data entry for every client seen
- Report any problem to Site coordinator daily & as per when it's identified
- Take ownership and accountability for tasks and demonstrate effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development

Required minimum education and training

- Grade 12
- Basic computer and typing skills are essential,
- Fluent in English and Sesotho

Desirable additional education, work experience and personal abilities

- Certification in good data practice and experience in a community or healthcare facility environment will be an advantage. Thorough with good attention to detail. Ordered and systematic with strict compliance to protocols. Good administrative skills are required together with working knowledge of Microsoft Office and database packages. Able to work to deadlines. Demonstrated data capturing speed and accuracy. Confidentiality, tact and discretion must always be maintained. Good communication skills. Self-motivated and able to work as part of a multidisciplinary team.

Required minimum work experience

- Minimum 6 months within a clinic or hospital setting incl. proficiency in data collection techniques i.e. conducting interviews using structured and qualitative tools, data extraction, translation, and adherence to Good Clinical Practice standards. Good understanding and interpreting patients' records

Should you be interested in applying for this vacancy, please send an email to vacancy15@wrhi.ac.za. The subject heading of the email must read **EM0053 - 2024** 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