



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST <p align="center">Gaborone, Botswana</p>	2. AGENCY <p align="center">Centers for Disease Control (CDC)</p>	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.
 Yes No

4. REASON FOR SUBMISSION

a. Redescription of duties: This position replaces
 Position No. _____ (Title), _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) revised PD to change supervisor and provide additional details on responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office	Clinical Trials Research Nurse, FSN - 501	08		

6. POST TITLE OF POSITION (If different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION <p align="center">Centers for Disease Control</p>	a. First Subdivision <p align="center">HIV Prevention Research (HPR), Gaborone</p>
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position. <p align="right">----- Typed Name and Signature of Employee Date (mm-dd-yyyy)</p>	10. This is a complete and accurate description of the duties and responsibilities of this position. <p align="right">----- Typed Name and Signature of Supervisor Date (mm-dd-yyyy)</p>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <p align="right">----- Typed Name and Signature of Section Chief of Agency Head Date(mm-dd-yyyy)</p>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <p align="right">----- Typed Name and Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)</p>
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13. BASIC FUNCTION OF POSITION
The Clinical Trials Research Nurse serves as principal collector of complex biomedical data for FDA-compliant clinical trials and other research; makes syndromic STI diagnoses and prescribes appropriate treatment and follow-up; collects specimens for testing and conducts rapid HIV tests, receives laboratory test results and communicates results to study participants; conducts preliminary assessments of adverse events of intercurrent illnesses.

- 1. Collection of Biomedical data (40%)**
 - Protects participants' privacy during initial and follow up interviews.
 - Conducts physical examinations to establish that clinical trial eligibility criteria are met.
 - Conducts follow-up physical examinations and clinical interviews to assess intercurrent illness or symptoms, document medication use and external medical care, and identify possible adverse events.
 - Determines age by use of age calculator software for creatinine clearance calculation.
 - Reviews participants' use of concomitant medications and the occurrence of adverse events.
 - May administer other consents for other study related procedures for future studies. Documents appropriately.
 - Performs pill count which is used by study investigators to assess participants' adherence to study medications procedures.

- 2. Collection of Research Specimen (15%)**
 - Performs clinical duties that may include collection of blood
 - Observes universal precautions when collecting blood
 - Conducts rapid HIV and Pregnancy tests.
 - Conducts external female and male genital examinations;
 - Maintains and ensures proper clinical waste management.
 - Prepares clinical waste for incineration.
 - Assists with maintaining the inventory of clinical supplies.

- 3. Provides clinical care and referrals for care (25%)**
 - Performs clinical interview and nursing assessment and monitors participants' progress during study visits.
 - Counsels trial participants about examination and laboratory test results.
 - Evaluates laboratory reports and identified signs and symptoms for adverse events, makes diagnosis, or refers for appropriate treatment. Notifies the study physician of any AE/SAE including evidence of drug toxicity, or unexpected side effects.
 - Educates participants concerning diagnosis and treatment plan.
 - Accurately adheres to use of medical coding software program for coding of adverse effects and concomitant medications.
 - Counsels trial participants about management of side effects.
 - Counsels trial participants on sexually-transmitted infections (STI).
 - Dispenses study product as per study protocol and other study related medications such as contraceptives.
 - Observes participant for adverse effects after initial dose of the study drug.
 - Refers trial participants to trial physician for further evaluation as indicated.
 - Refers trial participants to external care providers as indicated.

- 4. Documentation of trial participants' data (10%)**
 - Promptly and accurately completes case report forms and clinical notes records for each study participant.
 - Maintains source documentation for all case report entries, as applicable.
 - Documenting drug dispensation in source document and CRF.
 - Documents pill count for each participant monthly visit. This information is used to assess medication adherence.
 - Reviews data collection forms for completeness and legibility.
 - Responds promptly to data queries and corrects CRF entries as necessary.

- 5. Provides Family Planning (FP) Services (10%)**
 - Initiates use of FP to potential participants during screening visits.
 - Counsels participants about hormonal family planning methods.
 - Evaluates participants for hormonal contraceptive use.
 - Prescribes appropriate hormonal contraceptive methods.
 - Dispenses hormonal contraceptive methods and condoms.

- 6. Performs other duties as assigned by Supervisor or Associate Director for HIV Prevention Research.**

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Nursing degree required. Must be licensed in Botswana for the practice of nursing as a requirement for this position. Must maintain Botswana nurse licensure with current copy on file with clinical study regulatory records for ongoing employment.

b. Prior Work Experience:

3 years clinical nursing experience is required. At least 1 training course in HIV test counseling required.

c. Post Entry Training:

Post-employment, the incumbent must complete Good Clinical Practice (GCP) training and Basic Life Support certification on an annual basis.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):

Fluency in Setswana (Level 4) and English (Level 4) required.

d. Job Knowledges:

Knowledgeable about clinical issues related to HIV and STD transmission, diagnosis, and treatment; as well as diagnostic procedures for evaluating the reproductive health of women (e.g., PP smears, pelvic exams) and men (e.g., genital exams).

e. Skills and Abilities:

Extreme attention to detail and skill in use of basic computer software (e.g., spreadsheets, databases, word processing). Good oral and written communication skills. Skill at phlebotomy.

16. POSITION ELEMENTS :

a. Supervision Received:

Direct supervision from the Clinical Trial Medical Officers. Secondary supervision from the Acting Associate Director for HIV Prevention Research and the Senior Data Analyst. Incumbent will perform clinical work independently with supervision primarily goal and problem-oriented.

b. Supervision Exercised:

None

c. Available Guidelines:

Clinical trials and other research protocols (including protocol-specific standard operating procedures). U.S. FDA Good Clinical Practice (GCP) guidelines and U.S. Embassy administrative guidelines.

d. Exercise of Judgement:

Complex judgments involving the diagnosis, treatment, and follow-up care of trial participants and, at times, their sexual partners. Responsible for confidential data elicited from trial participants.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

Contacts are with clinical trial participants and other clinical trial staff including: the Medical Officers, counselors, lab techs, data managers, other trial nurses, etc.

g. Time Expected to Reach Full Performance Level:

Three months.

