### JOB DESCRIPTION

**Post: CTU Research Nurse**

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| **ORGANIZATION & RESEARCH BACKGROUND** | Oxford University has two Clinical Research Units in Viet Nam: one in Ho Chi Minh City and one in Hanoi ([www.oucru.org](http://www.oucru.org))  Oxford University Clinical Research Unit Vietnam (OUCRU-VN) has been working in Viet Nam for more than 20 years on infectious diseases studies and has a well-established research program, facility and partnership with the National Hospital for Tropical Diseases and a network of hospitals across Viet Nam and Asia to conduct a wide range of clinical studies including clinical trials of drugs .  The Unit’s main focus of work is in Dengue, Infections of the Central Nervous System, Respiratory Infections, Antibiotic Resistance, Influenza, HIV and Tuberculosis. |
| **OVERVIEW OF THE ROLE** | A highly motivated research nurse is required to support the current activities of OUCRU-Hanoi; ensure efficient and high quality research operations in line with international standards; to contribute to the continued growth and development of the Research team. |
| **LOCATION** | Wards of the National Hospital for Tropical Diseases and Bach Mai Hospital, 78 Giai Phong, Dong Da, Hanoi, and the OUCRU-Hanoi office. Travel within Viet Nam will be required occasionally. |
| **LENGTH OF CONTRACT** | One year contract and extension based on annual performance appraisal and Research approval |
| **PROBATION PERIOD** | Two months. |
| **REPORT TO** | Head of Clinical Trials Unit, Hanoi |
| **HOURS OF WORK** | 37,5 hours/week – Monday to Friday |
| **BENEFIT** | * Contracted salary: Negotiate (depending on actual experience and education) * Health insurance through AonCare: In-patient and out-patient medical coverage; Personal accident insurance coverage * 13th month salary (annual bonus) * One month salary for annual clothes * Annual leave 18 days/year (increased to 21 days in year three, 28 days in year four and 30 days from year five). * Vietnam Social & Health insurance, Sick leave, Personal leave, Maternity leave and National holidays will be based on Vietnam Labor Law |
| **JOB DUTIES/ RESPONSIBILITIES** | General Responsibilities  * Maintain understanding of Good Clinical Practice, with the assistance of training provided by OUCRU. * Contribute to the development of quality and efficiency within the Research Unit. * Liaise with colleagues in pharmacy, monitoring, data management and laboratory departments to ensure quality and harmonious execution of study procedures. * Be a part of a team that provides training for senior hospital staff on the ICH guidelines of Good Clinical Practice.   **Key duties/tasks:**   * Understand relevant clinical research protocols and regulatory requirements. * Assist in all aspects of consent, data collection, sample collection, recording and source documentation, as per hospital and unit policy and ICH GCP guidelines. * Assist in organizing logistics of study materials including drugs, files, test kits, patient samples, data and other materials. * Assist in the training of study staff and investigators in protocol relevant procedures including those for laboratory samples, data collection and recording, medication and patient assessment. * Execute study-related administrative tasks, such as collection of data and regulatory documents, managing reimbursement for patients and study staff, filing or retrieving files, maintaining patient charts and supply inventories, etc. * Verify that data entered on to the CRFs is complete and consistent with patient clinical notes, known as source data/document verification. * Participate in study team meetings to share experience and contribute to the knowledge of others in the team. * Attend career training to improve skills and update relevant knowledge. * Other tasks as required. |
| **REQUIRED COMPETENCIES** | **Essential Criteria:**   * Nursing Diploma or Degree. * Ward experience at NHTD or Bach Mai Hospital * Excellent communication and interpersonal skills. * High level of organizational and record keeping skills.   **Desirable Criteria:**   * English language skills. * Industry experience. * Work experience of a Health Research Institution / experience in conducting medical research. * Knowledge of ICH GCP guidelines. |
| **Deadline for application** | Interested candidates are invited to send curriculum vitae, application\* and copies of relevant certificates, either by email or by post to  Bui Huyen Trang  Oxford University Clinical Research Unit Vietnam  National Hospital for Tropical Diseases  Bach Mai Hospital  78 Giai phong, Dong da, Ha noi  Email: [trangbh@oucru.org](mailto:trangbh@oucru.org)  Deadline  *\* The cover letter should detail: What part of your education, training or employment history has best equipped you for this position?*   * *Why you would make a good candidate for this position?* * *Names of two referees who can provide details of relevant experience*   *\* Only short-listed applicants will be contacted for interview. Please no telephone contact after submitting the application* |