

## **Project Assistant**

### **JOB ANNOUNCEMENT – PROJECT ASSISTANT**

The University of North Carolina research team has been conducting research building capacity in northern Vietnam 15 years. We have been conducting a number of randomized control trials (RCTs). The UNC team has expertise with both behavioral and clinical research and has studied a variety of infectious diseases and comorbid conditions in men and women from general and key populations. The UNC-VN was also chosen to conduct HPTN 083, a clinical trial to evaluate the safety and efficacy of the injectable agent, cabotegravir (CAB LA), for pre-exposure prophylaxis (PrEP) in HIV-uninfected cisgender men and transgender women who have sex with men (MSM and TGW). This is a double blind, two-arm randomized trial and will be implemented in 5 years. We are now seeking a talented, dedicated and committed individual to join our team in Vietnam to conduct a new and exciting research study. This study is conducted in a cooperation with the 198 Hospital and study site for participant recruitments based in Yen Hoa Health Clinic of Cau Giay Health District Center.

Position: 01 Project Assistant

Based in Hanoi.

Report to: Clinical Coordinator at the HPTN083 site

Doctors at the HPTN083 site

### **POSITION SUMMARY:**

The incumbent of this position is responsible to support HPTN083 project activities and other requires.

### **KEY RESPONSIBILITIES**

**I. Assist HPTN083 physicians in participant's folder preparation and during health examination of participant's visits:**

- Prepare participant's records, test tubes, equipment, supplies, vehicles for the appointment. Prepare and make sure the clinical room ready for the physical checking.
- Evaluate the high-risk behavior, behavior and acceptability as procedures of each study visit as requirements.

- Collect and update participants' demographic and contact information
- Evaluate Social Impact in a designed form
- Send the sample to lab room and receive the test results.
- Send the prescription to the pharma room and receive medicine, distribute to participants.
- Count left over study drug and evaluate the level of adherence of the participants.
- Instruct participants to detect, monitor and report the side effects of the study drugs.
- Consult the participants on adherence to study drug.
- Notify participants about the next appointment.
- Inform the doctors and Research Clinical Coordinator about the strange and additional things arise during the study.
- Complete the forms requested by the study.
- Complete other tasks as required by HPTN 083 physicians and Research Clinical Coordinator

## **II. Interview health behaviors of the study participants using specific surveys**

- Support the participants to complete Computer Assisted Self Interview (CASI) by themselves
- Interview health behavior of study participants using the study online questionnaire

## **III. Check the participant records entry data from the participant record to a database and manage the records and database:**

- Check the completeness of information in the data sheets and participants' records.
- Data entry as required by the study
- Data entry using Medidata Rave software.
- Monitor and report unusual cases during data entry using CASI and Medidata Rave.
- Check participant's records and database as directed.
- Manage and store data collection sheets and participants' records according to the regulations and guidelines of the project.

- Monitor, report data entry progress; clean and check the data
- Ensure the confidentiality and security of participants' information recorded in the data collection sheets, records and the database.

#### **IV. Manage the clinical rooms and facilities:**

- Monitor, maintain the equipment and supplies in the clinical room daily.
- Manage the equipment and materials in the clinical rooms. Be proactive in planning, purchasing, repairing and maintaining equipment and supplies.
- Check, monitor and record the temperature and humidity of the clinic and the sampling room daily.
- Guide and supervise the nurse' aide implement their work in the clinical rooms and sampling rooms daily.

#### **V. Other tasks:**

- Participate in periodic meetings of the clinical team, staff meetings of the project and other meetings at the UNC Viet Nam office.
- Participate in training courses as required by the project

#### **REQUIRED QUALIFICATION AND SKILLS**

- Good communication skill, teamwork skill, problem-solving skill.
- Respect the difference, be careful, honest and have high responsibility.
- Proficient in MS Office (Excel, Access, Word etc.)
- Having a degree/college or BA in nursing is an advantage
- Having experience working with people living with HIV and LBGT is an advantage

**Salaries and Benefits:** Competitive salary

#### **How to Apply:**

Interested candidates are invited to send a cover letter with contacts of three references and a CV to Ms. Luong Thi My Ly at [lylm@live.unc.edu](mailto:lylm@live.unc.edu) (in the subject line, please put “UNC Project

Assistant”) or by post to the UNC office at Yen Hoa Health Clinic, Lot E2, Duong Dinh Nghe street, no later than **31 Jan 2018**

We are sorry that only short-listed candidates will be contacted for interview.

**JOB ANNOUNCEMENT (Vietnamese)**