

MAKERERE

P.O. Box 7072
Kampala UGANDA
Email: dean@musph.ac.ug



UNIVERSITY

Tel: +256 414 543 872
website: www.sph.mak.ac.ug

COLLEGE OF HEALTH SCIENCES SCHOOL OF PUBLIC HEALTH

Office of the Dean

Job Advert

Makerere University College of Health Sciences, School of Public Health (MakSPH) in partnership with the Ministry of Health (MoH), Uganda Prisons Services, and with support from the U.S. Centres for Disease Control and Prevention carry out a national survey entitled “**A National Survey to Determine the Prevalence of Latent and Active Tuberculosis, COVID-19 and HIV Among Prisoners and Prisons Staff in Uganda Prisons**”.

The Study team seeks to recruit responsible, qualified, and competent individuals who can work with minimum supervision to join its team in the capacities listed below, to support data collection for a period of 4-6 weeks across five regions of Uganda.

1.0 STUDY COORDINATOR – 2 POSITIONS

Position status: Short-term contract

Reports to the Study PI

Summary of Responsibilities:

The Survey Coordinator will be responsible for day-to-day management of the survey and will perform the following duties & responsibilities: -

- Participate in survey planning and implementation meetings
- Secretary to Survey Implementation Team meetings
- Coordinate the survey secretariat day to day activities
- Be responsible for the management of all survey human resource he supervises and providing their appraisal in a timely manner
- Mobilize regional hospitals, district support- Zonal TB supervisors, DHOs, DTLS and other leaders for survey support.
- Coordinates /Carries out first pre-visit to each of the clusters to assess feasibility, finalize any preparatory activities, and to sensitize key stakeholders
- Supervise field work activities
- Ensure timely availability of all logistics required for the conduct of the survey
- Draws plans for the field work in consultation with UPS study coordinator
- Conduct field supervision
- Ensure adequate preparations for implementation of field activities.
- Coordinate the requisition and delivery of survey logistics to the field
- Coordinate the sample management processes and results
- Collate weekly field reports
- Ensure that all patient results are delivered back to the respective district Health System through DTLS/HSDFP and follows up to ensure that the results have reached the final participant and appropriate care is arranged/provided.

- Summarize survey cases based on CXR findings and their bacteriological results in excel as they are diagnosed in line with survey protocol to support the summarization of survey consort diagram.
- Any other duties assigned by the PI

Educational Requirements and Qualifications:

Degree in Bachelor of Medicine & Bachelor of Surgery (MBCbB), bachelor's in nursing and a master's degree in Public Health or its equivalent. Must possess a certificate in good clinical practices or research in human ethics. Applicants with field experience will be preferred. This is project work and successful candidates will be required to work beyond office works if there is need to beat deadlines.

2. FIELD SUPERVISORS/TEAM LEAD – 5 POSITIONS

Position status: Temporary Contract

Reporting to: TB Prevalence Survey Coordinator

Position Objectives:

The purpose of this job is to be directly responsible for the implementation of the field work in line with the TB prevalence survey protocol and Manual of Operations.

Specific assignment

1. Lead the field team and team field operations
2. Make a second pre-visit to the selected clusters before the fieldwork (during team breaks) to mobilize communities to participate in the survey through meetings to inform them of the purpose, target groups, procedures, benefits, and risks of the survey while following a designed survey communications strategy.
3. Provide the local village authorities and respondents with a brochure about the survey
4. Requisition for equipment, logistics and supplies necessary for field operations.
5. Provide the local village authorities with household/census registers and request them to prepare a household registry.
6. Be responsible for logistics, human resources on the team and organization during the fieldwork
7. Coordinate the day-to-day fieldwork (oversee field work)
8. Organize respondents' flow within the survey base as outlined in the protocol
9. Compile and submit daily the field report to the Survey Coordinator
10. Inform the local authorities of any survey identified cases for purposes of case management.
11. Account for all field resources provided to you for the teams' operation
12. Ensure safety of copies of each set of data collection tools in the field (household census registers, questionnaires, eligible for sputum collection register, chest radiographs, CXR registers, laboratory registers and cluster summary report form etc.)
13. Report any problems in implementing the survey protocol in the field
14. Attend once weekly field operations meeting as required at project offices during field breaks
15. Cross check all symptom data and chest x-ray reading data and TB suspects and collection registers at the field level.

16. Authorize and acknowledge all items and study samples leaving the field.
17. In all field operations, follow the project protocol and manual of field operations and always keep all study information confidential.
18. Perform other related duties assigned by the coordinator

Educational Requirements and Qualifications:

Degree in bachelor's degree in health Sciences. Post graduate training in Public Health or its equivalent. Must possess a certificate in good clinical practices or research in human ethics, experienced in human health research activities including special population, ability to work beyond the normal working hours. Applicants with field experience will be preferred. This is project work and successful candidates will be required to work beyond office works if there is need to beat deadlines. Certificate in good clinical practice is added advantage.

3. DATA MANAGER/ANALYST – 1 POSITION

Reporting to: TB Prevalence Survey Coordinator

Period: Short-term contract

Position Objectives:

The purpose of this job is to lead and effectively manage the Central Data Management Unit (CDMU) under the UPS TB prevalence survey project in line with the study protocol and Manual of operations.

Specific assignment

- Lead and manage the Central Data Management Unit (CDMU).
- Coordinate all steps in data management
- Design data capture, entry, analysis, and reporting tools as may be required by the Epidemiologist, Survey Coordinator and/or the PI and routinely compile data files
- Maintain a master database the individual survey questionnaire, CXR register, the TB suspect register, TB lab results databases and HIV central lab results database.
- Verify raw data sent from the field and other data sources (Lab/Radiology/medical) using the different logbooks
- Generate and transmit data queries to field teams for resolution
- Compile patients with x-ray findings and their symptomatology, bacteriological results to medical panel for case adjudication.
- Receive, merge, clean, validate data from other data bases (Lab, field, and Radiology) and maintain an overall central database for the survey
- Check validated data files regularly for systematic errors (cleaning);
- Be directly responsible for the validation of the 100% double entered data files
- Resolves all data related issues raised with the datasets
- In collaboration with field teams, review of TB Survey data management plans, quality control plan, Standard Operating Procedures (SOPs) and work practices that will deliver accurate, timely, consistent, and quality data.
- In collaboration with data analysts, initiate and send data query logs to the data collection teams for correction.
- Back up CDMU data base online on Google drive (or drop box) and on external drive on daily basis.

- Compile and submit reliable analysis summaries/tables and data management reports summarizing progress in data entry, data validation and cleaning etc for the Survey Implementation Team (SIT).
- Generate routine data Quality Control, status, and summary reports
- Support the development and improvement of the existing data management manuals and training materials for the TB survey
- Carry out data analysis of the survey data
- Respond to all data management requests and ensures that all data quality standards are implemented
- Keep all data that bear personal information under lock and key and all electronic databases under a password and be encrypted.
- Immediately Inform the Survey Coordinator once a smear-positive or a culture-positive TB case is reported from the laboratory, or a TB case is reported by the medical panel.
- Attend TB Survey Implementation team (SIT) weekly meetings
- Ensure safety of all data/information handed over to you for verification
- Ensure that data is maintained in both soft and hard copies
- Report any problems encountered in data management to data consultant and the Survey Coordinator
- Attend required data entry trainings and meetings and provides input to enhancement of data systems
- Manage and train other staff hired to the data management unit
- Follow survey protocol and manual of field operations in all data management procedures and always keep all study information confidential.
- Any other duties as may be assigned from time to time by the Epidemiologists, Survey Coordinator or PI.

Educational Requirements and Qualifications:

Bachelor's degree is either Statistics, Computer Sciences, information systems or the equivalent and a postgraduate training related to quantitative data management. Must have an experience in electronic data management, being able to manage data from various sources and able to conduct preliminary data analysis.

4. RADIOLOGIST – 1 POSITION

Position status: Short-term contract

Reporting to: TB Prevalence Survey Coordinator

Position Objectives:

The purpose of this job is to read and interpret Radiographs in addition to overseeing Radiography services in the field during the TB prevalence survey implementation in line with survey protocol and manual of operations.

Specific assignment

1. Interpret CXRs to identify participants eligible for sputum test as per survey protocol and manual of field operations
2. Archive X-ray images and documents related to X-ray work
3. Pack the film in an individual well labeled envelop, and systematically archive them according to cluster
4. Supervise Radiographer (Diploma) during field operations

5. Oversee safety of Radiography equipment in the prisons and their routine maintenance
6. Ensure quality assurance
7. Follow survey protocol and manual of field operations in all procedures and always keep all study information confidential.
8. Work with medical panel to adjudicate survey cases
9. Perform other related duties as required.

Educational Requirements and Qualifications:

- Must have an MBChB and MMED Radiology
- Certificate in good clinical practice is added advantage.

5. RADIOGRAPHER - 10 POSITIONS

Position status: Short-term Contract

Reporting to: TB Prevalence Survey Coordinator

Position Objectives:

The purpose of this job is to provide Radiography services during the TB prevalence survey implementation.

Specific assignment

1. Install X-ray equipment at survey site
2. Ensure radiation safety for self and public
3. Maintain the X-ray equipment and ensuring QA,
4. De-install the X-ray equipment at the end of field work,
5. Perform routine maintenance and basic troubleshooting
6. Keep the Radiography Equipment in the secured place/environment
7. Receive clients from interviewing clinician
8. Inform participants on procedure
9. Provide group and final instructions on breathing tasks
10. Register clients by entering their data in the logbook
11. Instruct the participant to redress and wait for results outside
12. Carrying out the chest X-ray procedure using a mobile x-ray unit
13. Follow project protocol and manual of field operations in all procedures and always keep all study information confidential.
14. Perform other related duties as required.

Educational Requirements and Qualifications:

- Must have a Diploma in Radiography or Degree in Radiography or Medical Imaging. Certificate in good clinical practice is added advantage.

6. BIOMEDICAL TECHNICIAN – 5 POSITIONS

Position status: Short-term Contract

Reporting to: Field Team Lead

Position Objectives:

The purpose of this job is to support electrical installation, repairs and maintenance services for various equipment and accessories during the TB prevalence survey implementation.

Specific assignment

1. Assemble, install, repair, and maintain electrical equipment and components
2. Test continuity of circuits to ensure compatibility and safety of components
3. Troubleshoot and isolate faults in electrical and electronic systems
4. Remove and replace faulty components, as required for each type of equipment and accessories
5. Report faults to immediate supervisors timely
6. Complete electrical work and maintenance in accordance with code requirements
7. Assist with completing preventative maintenance in accordance with the Preventative maintenance Program and documenting such as required
8. Maintain a daily record of activity (timecard or logbook)
9. Follow project protocol and manual of field operations in all procedures and always keep all study information confidential.
10. Perform other related duties as required.

Educational Requirements and Qualifications:

- Bachelors or Diploma in Biomedical Engineering Technology, with minimum of 5 years' experience. Certificate in good clinical practice is added advantage.

7.STUDY HEALTH WORKERS (NURSES/LAB OFFICERS) – 10 POSITIONS

Position status: Short-term contract

Reporting to: Field team lead/supervisor

Position Objectives:

The purpose of this job is to support collection, appropriate packaging, shipment of TB sputum and HIV samples from the field samples to central laboratories in addition to carrying out HIV rapid tests and appropriate disposal of waste in line with the TB prevalence survey protocol and Manual of Operations.

Specific assignment

1. Daily requisition for sample collection materials for sputum, HIV blood and DBS collection, processing, storage, and transportation from the logistics officer through field team leader.
2. Obtain informed consent from participants
3. Allocate study PIN numbers to eligible respondents and record the allocated PIN on the respondent's invitation card that the participants wear from station to station
4. Record the PIN on the individual respondent's questionnaire
5. Administer a structured questionnaire covering g to all eligible and consenting respondents.
6. Accurately and timely record respondent's responses
7. Hand over study respondents to a volunteer who leads the participant to the radiographer and to the next stations.
8. Follow project protocol and manual of field operations in all procedures and always keep all study information confidential.
9. Ensure appropriate infection control measures as per the protocol SOPs
10. Instruct study participants on sputum collection technique and open spaces where sputum collection should be carried out.
11. Receive sputum samples from study respondents and check for sample quality and adequacy.

12. Maintain sample viability prior shipment to central laboratories as prescribed in the study protocol and Manual of Operations
13. Collect sputum, and blood samples from eligible respondents
14. Label all samples appropriately
15. Perform rapid HIV tests, and appropriately store blood and sputum samples prior to shipment to the regional and central testing labs.
16. Process and record HIV results in appropriate study tools.
17. Offer appropriate pre and posttest counselling, and Issue study HIV results to respondents.
18. Fill out the TB and other registers and the lab request form
19. Completely and accurately fill out sputum, IGRA, VL, COVID-PCR and Blood culture collection and transportation registers.
20. Apply study Personal identification numbers on all collected samples and tools that correspond each request form.
21. Package and ship study samples/specimen to central lab through approved sample referral/transportation mechanisms within 48hours of collection.
22. Collect contaminated materials and infectious waste in vinyl bags and dispose them following recommended MoH waste disposal guidelines.
23. In all procedures, follow the project protocol and manual of field operations and always keep all study information confidential.
24. Perform other related duties as required.

Educational Requirements and Qualifications:

- May have any of the following: Diploma in Nursing or Midwifery or Diploma in Comprehensive Nursing, Diploma in Medical Laboratory technology, bachelor's in biomedical lab technology. MUST HAVE CERTIFICATION IN HIV RAPID TESTING BY THE MINISTRY OF HEALTH (Verified by the UVRI database for rapid testers), Certificate in good clinical practice is added advantage.

How to apply: Interested persons should send their applications with current CV, stating two referees and their contacts to the Dean, Makerere University School of Public Health, not later than **Monday, October 03, 2022, 5.00 pm** via the application links below.

NB: Only short-listed candidates will be contacted

Study Coordinator: <https://forms.gle/uYZxTgPfNUVqEHLW6>

Field Supervisor: <https://forms.gle/66pP76nov44fzSeb8>

Data Manager: <https://forms.gle/QFj6F3uckdigXpkK9>

Radiologist: <https://forms.gle/VbQoWeghvhwHwwGF6>

Radiographer: <https://forms.gle/ieFAFXRMhuSKWYmV7>

Biomedical Technician: <https://forms.gle/Ja2wtLtDAgWUDfoc9>

Study Health Workers: <https://forms.gle/LyVAby16UB26sHzC7>

