



# The Council Of The Pharmaceutical Society Of Uganda



Our Ref: 0178/PSU/2022

Your Ref:

Date: 31<sup>st</sup> May 2022

## Job advert

### Background:

The Pharmaceutical Society of Uganda through the AMR Committee has received a quality improvement grant from Pfizer to implement a project titled ***"Optimizing antimicrobial use in the management of Upper Respiratory Tract Infections through antimicrobial stewardship in Community Pharmacy practice in Uganda"***. The PSU Council, therefore, wishes to recruit a full-time project staff to support the implementation of this study. Below are the full details.

**Position:** Study Coordinator

**Reports to:** Principal Investigator

**Engagement:** Full-time

**Duration:** 6 months, renewable upon satisfactory performance

### Job summary:

The study coordinator will be responsible for the coordination of all study activities. He / She will ensure that the study objectives are achieved and that activities are implemented in accordance with the study protocol.

### Primary roles:

1. Serve as the primary coordinator for all phases of the study.
2. Plan and coordinate study meetings.
3. Assist with IRB, UNCST, and other regulatory renewals and reports for the study.
4. Communicate with the local and remote study teams to ensure adherence to standard operating procedures and protocols.
5. Serve as a point of contact for study participants and research assistants (RAs).
6. Coordinate the development of training materials and training of the staff in pharmacies as well as RAs for data collection.
7. Assist with report writing and manuscript preparation.
8. Prepare financial accountabilities.





**Responsibilities:**

1. Become familiar with the overall study design and ensure adherence to protocols.
2. Participate in developing standard operating procedures for data collection, qualitative interviews, interview transcription, and coding.
3. Coordinate and participate in training including coordinating trainers, putting together training materials, manage the training venue and logistics required.
4. Coordinate research assistants and serve as their primary contact during study implementation and basic data entry.
5. Ensure accurate data collection and data entry for the different sites.
6. Coordinate subject/interviewer transportation for qualitative interviews.
7. Oversee subject interviews at the various study sites to ensure compliance with interview protocols.
8. Manage subject transport reimbursement and procure refreshments for interview days.
9. Coordinate weekly meetings of the study team and PI, provide weekly updates, and report any study issues promptly to the study team.
10. Assist with budget management and process payments to research assistants, translators, and interviewers.

**Requirements/Qualifications:**

1. Bachelor's degree in Pharmacy.
2. Three (3) years of working experience as a registered pharmacist.
3. Valid Annual Membership Certificate.
4. Experience in coordinating research projects/studies.
5. Having a valid GCP certificate is an added advantage.

All suitably qualified and interested candidates should submit a one-page cover letter (addressed to the Secretary, Pharmaceutical Society of Uganda), a CV (maximum 2 pages) and copies of relevant certificates, as a single PDF file, to [psupc@psu.or.ug](mailto:psupc@psu.or.ug) and copied to [davidedmond1982@gmail.com](mailto:davidedmond1982@gmail.com) by 17:00 (EAT) Friday 10<sup>th</sup> June 2022.