

JOINT CLINICAL RESEARCH CENTRE (JCRC)

JOB ADVERT



The Joint Clinical Research Centre (JCRC) is an indigenous medical organization that was established in 1991 as a limited liability not-for-profit Joint-venture between the Uganda Ministry of Health (MoH), Ministry of Defense and Makerere University Medical School (now Makerere University College of Health Sciences). JCRC is located on plot 101 Lubowa Hill Off Entebbe Road P.O. Box 10005 Kampala.

Joint Clinical Research Centre seeks to recruit a dynamic, motivated and innovative candidate for the following position;

JOB DESCRIPTION:

Position: Records Officer
Department: Records
Reports to: Records Manager
Positions Supervised: None

POSITION FUNCTION:

The Records Officer is responsible for undertaking all practices and procedures relating to patient records management and safety in JCRC. He/she also manages and supports JCRC Records activities as per JCRC guidelines.

KEY RESULT AREAS:

1. Responsible for the day today running of Records Office.
2. Responsible for putting in place Standard Operating Procedures needed for proper handling of patient records at the center.
3. Receive clinical notes, Laboratory results, patients files and CRFs.
4. File continuation notes, laboratory results and follow-up CRFs on patient's physical file.
5. Retrieve and replace patients' files as may be needed by the physician or study monitors.
6. Create new patients' physical folders for new patients and replacing the old folders with new folders
7. Keep a record or track of file movements within and outside of records rooms.
8. Ensure laboratory results for study patients are in order and on file for review by the physicians.
9. Ensure proper storage and safety of patients records (both general and study patients).
10. Ensure proper storage and archiving of study patient records for future access and use.

EDUCATION AND EXPERIENCE:

1. A Bachelor of Records and Archives management, Bachelor of Library and Information science, Bachelor of office and information management or any other related field.
1. At least 3 years of relevant experience in records and archives management.
2. Must have advanced computer skills, particularly spreadsheets & data bases.
3. Must have excellent communication skills, both oral and writing skills.

Application Procedure:

1. All applications should be addressed to The Head Human Resources Joint Clinical Research Centre via jobs@jcr.org.ug.
2. Applicants are STRICTLY advised to apply with a cover letter and CV combined in one PDF document not exceeding six pages, quoting clearly the Position in the subject line e.g. Community Linkage officer.
3. Label the PDF document with your full name.
4. Failure to follow the above application procedure will lead to automatic disqualification.

Application deadline: Monday 14th October, 2024 at 5:00pm.

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.