

Standard Operating Procedures for Hiring Research Assistants	Version No: 1.0
	Approved Date: 10 November 2009
	Effective Date: 10 November 2009

Objective

To describe the qualifications, tasks, and training requirements for research assistants

Qualifications

- Bachelor of Science degree in a scientific field or a diploma with a preference for individuals who have a health related degrees or certificates
- At least six months research experience
- Proficient in computers
- Ability to get along with people
- The salaries and terms of contract are standardized in accordance to RSPO regulations

Tasks of Research Assistants

- Recruiting subjects for the study and collection of data
- Liaising between the laboratory and the study
- Troubleshooting for the Research and relaying any problems experienced to the Principal Investigators and the Research Manager
- Keep an inventory of the study supplies and ensure their proper use
- Any other matters incidental to the research

New Research Assistants recruited Prior to Study Initiation

1. Research Assistants will be required to complete a comprehensive training on care of HIV infected patients offered by AMPATH Training Institute depending on the study they are involved in
2. All Research Assistants will complete the Human Subjects Protection online training course and test required by Indiana University
3. The test results should be sent to Research Manager's office via email on research.manager@iukenya.org
4. All Research Assistants will complete 5 day training on study specific procedures.

New Research Assistants Recruited after the Study Initiation

1. Research Assistants will be required to complete a comprehensive training on care of HIV infected patients offered by AMPATH Training Institute
2. All Research Assistants will complete the Human Subjects Protection online training course and test required by Indiana University
3. A new Research Assistant will be provided with the training materials used during the initial onsite training. The new Research Assistant will be expected to learn the material under the direction of one of the Research Coordinator who will answer questions and identify areas that require further study.
4. All Research Assistants will receive additional training from the PI, the study coordinator and Indiana University liaison team as deemed necessary and appropriate.
5. All Research Assistants will be asked to independently study and understand protocol drafts and the final version, and ask for any clarifications, before they commence working on the clinical trial.

SOP Version Log			
Version Number	Date	Authors	Summary of Changes
Version 1	10/11/2009	J. Kiplagat-Kirui A. Bell	<ul style="list-style-type: none"> • First version of SOP published
			<ul style="list-style-type: none"> •
			<ul style="list-style-type: none"> •
			<ul style="list-style-type: none"> •