CONTACT

Mashele Teens Mohale

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EXPERIENCE

04/01/2021 - 30/10/2022

- **Data Capturer / Lay Counsellor**

The Aurum institute

Data Capture

*Capturing of files on a RedCap and tier.net.
*Generate study files and required study documentation.
* Record all paper forms received.
*Review paper forms for completeness, accuracy, and consistency.
*Capture data accurately from paper forms.
*Verify data from paper forms with data already captured on the electronic database
*Track all paper forms received in-house in the in-house tracking/logging system
*Support the data management team in daily tasks
*Adhere to all data management SOP's, guidelines, and confidentiality agreements
*Complete daily time sheets
*Implement a filing system for study-related case report forms and other documentation
*Compile weekly and monthly statistical reports
*File study related case report forms and other documentation
*Comply with all safety policies, practices, and procedures

Lay counsellor

*Conduct health talks and HIV and TB literacy classes to raise awareness of HIV testing, treatment options and guidance on treatment adherence
*Promote condom usage and distribute condoms
*Implement case management of newly diagnosed HIV-positive patients or those newly initiated on antiretroviral therapy (ART)
*Ensure that all HIV-positive patients receive same-day treatment initiation through the 'handshake' approach and are immediately linked to care
*Review the HTS Register daily to ensure that all patients are tracked for ART initiation
*Implement high-yield HTS modalities, including all entry-point testing, index contact testing and partner notification, and HIV self-screening.
*Participate in proficiency testing and Rapid Test Quality Improvement Initiative (RTQII) quality assurance.
*Participate in training on HIV Testing Services (HTS)
*Identify and document good HTS practices.
*Actively transfer and check the successful transfer of patients to other clinics.
*Participate in data analysis (facility targets, tracer indicators, cascades).
*Submit daily, weekly and monthly data internally and to the facility.
*Participate in the facility's bi-weekly and monthly review meetings.

30/10/2018 - 30/11/2018

- **Invigilator**

Letaba Tvet College (Tzaneeen Campus)
*Dressing in a manner that does not create visual, auditory, or olfactory distractions.
*Handing out test papers and answer booklets before the test begins.
*Patrolling the test venue to maintain a steady but calm presence.
*Surveying the area to perceive abnormal activity.

*Acting on cheating and other violations to the rules in a non-disruptive manner.
*Providing students with additional answer booklets upon request.
*Accompanying students to the restrooms and confirming that they have signed the register to monitor movements and suspicious behavior.
*Collecting test papers and scripts per students' individual requests and at the end of the test period.
*Counting submissions to ensure that all are present and neatly organized.
*Transporting all pertinent materials to predetermined drop-off points in a safe manner.

03/04/2017 - 30/10/2018

- **Admin Assistant / Receptionist**
  Letaba Tvet College (Central Office)
  *Receiving visitors by greeting and welcoming. them daily basis.
  *Perform a variety of duties at the frond desk.
  *Capturing of Students bursary forms.
  *Maintain a reception area in creative way.
  *Provide Customer support by answering the phone and replying emails promptly.
  *Provide administrative support Via Email, phone call.
  *Faxing and binding of Documents.
  *Switchboard Operating to transfer calls to the. correct extension.
  *Prepare boardroom meetings and making appointments.
  *Preparing and submitting payroll for interns and learnership students.
  *Receiving confidential documents(Question. papers) to be issued to three different. campuses .

EDUCATION

2021
- **The Global Health Network**
  Certificate in ICH GOOD CLINICAL PRACTICE E6(R2)

2021
- **Certificate in Computer Literacy**
  The Aurum institute

2021
- **Certificate in HIV Testing Services**
  FPO

2021
- **Chaps**
  Certificate in ETHICS

2021
- **Chaps**
  Certificate in Pre-Exposure Prophylaxis (PrEP)

2021
- **Chaps**
  Certificate in Rapid Testing Quality (RTQII)

2018
- **Letaba Tvet College**
  National Diploma in Management Assistant

2008
- **Lakota Driving School**
  Driver's License Code : 10 (C1)

2009
- **Letaba Tvet College**
  Certificate in Finance, Economics and Accounting L2

2005
- **Masalanabo High School**
  Grade 12

SKILLS

- *Strong Organisation Skiills. * Good Computer Skills. *Interpersonal Skills. *Good problem-Solving skills. *Ability to communicate professionally. *Ability to handle dissatisfied clients. *High personal integrity. *Friendliness. *Attention to details. *Time management skills.

REFERENCE

- **Sr Mabena Mmapaseka - Aurum Pop inn**
  Project Co-ordinator
  Mmabena@auruminstitute.org
  (010) 590 1475 / Cell No : 073 902 2590
- **Nicolas Machobane - The Aurum Pop inn**
  Project Facilitator (Aurum Pop inn)
  N.machobane@auruminstitute.org
  (010) 590 1475 Cell No : 071 896 4570
- **Mrs Dolphina - Letaba Tvet College (Tzaneen Campus)**
  Supervisor (Invigilator)
  dolphina@letcol.co.za
  (015) 307 5447 / Cell No : 071 869 9589
- **Lorencia Williams - Letaba Tvet College (Tzaneen Central Office)**
  Supervisor (Switchboard)
  williamsl@letcol.co.za
  (015) 307 5440 / Cell No : 079 523 5426
- **Ludik Riette - Letaba Tvet College (Tzaneen Central office)**
  Manager (Curriculum) (Admin)
  Ludikr@letcol.co.za
  (015) 307 5440 / Cell No : 082 467 8466