

ORGANIZATION OVERVIEW

Possible is a collaboration between an independent Nepal-based non-governmental organization and a US-based non-profit. We are two entities who operate independently, with a mutually interdependent partnership and a common goal of supporting health innovation in Nepal. Possible engages in rigorous and collaborative research and innovation to address evidence, implementation, and policy gaps in the equity, quality and accessibility of healthcare. We envision a world where everyone, everywhere has access to high-quality healthcare rooted in evidence, inclusion, and equity. Our research endeavors and partnerships aim to address challenges in context and from stated or established needs rather than for the novelty of research. As such we partner with community-based organizations, public and private sector academic institutions and research organizations to leverage research and evidence to inform and implement innovative solutions to healthcare challenges in Nepal.

POSITION DESCRIPTION

Possible, a non-governmental organization registered in Nepal, is seeking **Research Assistants (RAs)** to support a type II hybrid implementation effectiveness study of BECOME (BEhavioral Community - based COmbined Intervention for MEntal Health and Noncommunicable Diseases) behavioral intervention. This is aimed to evaluate its effectiveness and implementation on depression and/or anxiety, and two NCDs using a stepped-wedge cluster randomized controlled trial. The RAs are required to conduct research activities in Nepali and Maithili language and will work closely with the Research Outcome Assessors (ROAs), Community Health Nurses (CHNs) and research team at Possible, its collaborating partners and stakeholders, including the Nepal government.

Reports to: Research Coordinator

Works collaboratively with: Chandragiri Municipality and/or Bardibas Municipality

Location: This study will take place in Chandragiri and Bardibas Municipalities, and we are looking for 1 Research Assistant in each study site.

Duration: Annual Contract subject to renewal

Nature of engagement: Full-time

Big Three Responsibilities:

The Research Assistant will be responsible for the following duties but not limited to:

1. Recruit research participants, and support Research Outcome Assessors (ROAs) in conducting baseline and follow up assessments in accordance with the trial protocol
2. Support in ensuring safety of the research participants
3. Support in data quality checks and data validation process

AREAS OF RESPONSIBILITY

The Research Assistants will work under the direct supervision of Possible Research Coordinators to be chiefly responsible for the following areas of work:

1. Recruit research participants, and support ROAs in conducting baseline and follow up assessments in accordance with the study protocol

- a. Coordinate and seek support from stakeholders, and continuously follow-up for recruitment of participants;
- b. Coordinate and administer screening questions to the potential participants to check their eligibility for study participation;
- c. Work together with ROAs in participants' recruitment including informed consent;
- d. Schedule appointments with study participants for administering baseline questions, follow-up assessments and in-depth interviews;
- e. Work closely with ROAs to track regular participation and experience from the participants;
- f. Support in administering follow-up assessments to participants in control and intervention arms;
- g. Facilitate in scheduling and conducting in-depth interviews and focus discussions with the participants by working closely with qualitative research team;
- h. Track and share the study progress, enrollment and challenges regularly to research coordinator and stakeholders through team meetings;
- j. Work closely with community health nurses and research team in planning and implementing stepped wedge intervention schedule;
- k. Support to adhere to the study protocol to prevent contamination and maintain blinding integrity;

l. Liaise between Community Health Nurses (CHNs), Community Health Officer (CHOs), Health Coordinator and ROAs of the respective municipalities;

m. Support research coordinator in an overall logistic management in coordination with the operations team, and ensure proper functioning and safety of the instrument used in data collection.

2. Support in ensuring safety of the research participants

a. Clearly communicate all aspects of the research to participants, including potential risks and benefits, ensuring they provide informed consent voluntarily before participating;

b. Safeguard participants' privacy by rigorously following the trial protocol;

c. Coordinate with the assessment team to contact study participants to keep track of untoward/adverse events caused throughout the study period;

d. Notify any untoward/adverse events in the study to the research coordinator, and support in documenting the events;

e. Support in referring research participants to appropriate care as per trial protocol;

f. Work together with research coordinator, CHNs, mental health research officer, and partner sites team in following up and managing the participants with untoward/adverse events.

g. Raise any concerns related to participants' safety observed in the field to the study team, and discuss ways to address/manage them.

h. Attend study team meetings as appropriate and provide inputs to maintain the ethical conduct of the trial.

3. Support in data quality checks and data validation process

a. Participate in training sessions on the adaptation and piloting of study tools, and trial procedures;

b. Support research coordinators in training ROAs in data collection and data handling;

- c. Facilitate ROAs in data collection and data transfer;
- d. Share challenges during the data collection process and support research coordinator and data management team to ensure regular data quality checks;
- e. Coordinate with research coordinator in regular check-ins of data collection, data monitoring or quality assurance processes;
- f. Support research coordinator to incorporate validation checks to identify and correct errors in data collection or data entry;
- g. Support research coordinators to regularly calibrate instruments and devices used for data collection;
- h. Support data management team in cross-verification of data entries by comparing them with independent sources;
- i. Guide ROAs in securely storing the research documents at the study sites, and liaise with the study team for the safe transfer of all research documents to the Possible office;

The above list of responsibilities is not comprehensive, and the **Research Assistant** may be required to take on additional responsibilities, as determined and discussed with the research coordinator, and the study team.

MUST HAVES:

- a. Commitment to Possible's values and work culture
- b. Flexibility regarding travel and working hours
- c. Experience of working as Research Assistant for at least one year (Preference will be given to applicants with prior experience in clinical trials or worked in NCDs or mental health)
- d. Bachelor degree in nursing/psychology/public health or relevant degree
- e. Fluency in written and spoken Nepali (**Local language/Maithili fluency would be preferred for candidates applying for Bardibas**)
(Preference will be given to local residents of study sites)



APPLICATION PROCESS

If you are interested to apply for this position, please e-mail your CV and Cover Letter to **recruitment@possiblehealth.org**. When applying please include name and position in the subject line and please specify the location that you have applied for in the Cover Letter. Applications will be accepted until 6th December 2023. If we believe that you are a potential fit, we will contact you to advance the application process. Please note that due to a large volume of applications, we may not individually respond to your application.