Job Description

Job Title: Research Assistant – Clinical Trials in Global Health Research on Mental and Physical Multimorbidity.
Location: Institute of Psychiatry, Benazir Bhutto Hospital
Project: Clinical Trials

Expected salary: Salary will be commensurate with qualifications and experience
Hours of work: Full-time (40 hours per week)
Duration of Post: 1 year, extendable if necessary
Probation Period: 6 months
Leave Entitlements: As per the HR policy of the contracting institution
Contracting Institution: Institute of Psychiatry, Rawalpindi Medical University, Pakistan.
Based at: Institute of Psychiatry, Benazir Bhutto Hospital, Rawalpindi, Pakistan

1. Role Summary

The Research Assistant will play a key role in supporting the global health research in the IMPACT Office through screening, recruiting, and enrolling participants in clinical trials, primarily involving individuals living with psychiatric conditions. The position requires strong skills in participant interaction, informed consent support, accurate data collection, and data entry using clinical research databases. The role is best suited to those with an interest in global health research, willingness to work across teams and a commitment to ethical research practices

2. Key Responsibilities

- Conduct pre-screening and screening activities in accordance with approved trial protocols.
- Identify potentially eligible participants from clinics, records, or referrals while maintaining confidentiality.
- Maintain accurate pre-screening and screening logs, including documentation of ineligible participants and reasons for exclusion.
- Carry out the informed consent process by coordinating consent discussions and documentation under the supervision of the study team.
- Liaise with carers, family members of participants, clinicians, residents, and trial coordinators to facilitate smooth recruitment processes.

- Engage respectfully and empathetically with psychiatric patients, ensuring comfort, dignity, and understanding throughout study participation.
- Act as a primary point of contact (as designated) for participants for scheduling visits and addressing basic study-related queries.
- Escalate any participant concerns, distress, or safety issues promptly to the clinical or trial management team.

- Collect correct and complete study data accurately using case report forms (CRFs), questionnaires, and clinical assessments as per protocol.

- Perform timely and accurate data entry into electronic databases and data management systems.
- Ensure data quality by conducting routine checks for completeness, consistency, and accuracy.
- Maintain secure handling of participant data in compliance with data protection and confidentiality requirements.

- Maintain and organise participant-facing documents, consent forms, logs, and source documents.
- Support compliance with Good Clinical Practice (GCP), institutional SOPs, and regulatory requirements (e.g., DRAP).
- Assist in preparation for monitoring visits, audits, and inspections by ensuring documentation is up to date.

- Provide regular recruitment and screening updates to the trial coordinator and investigators.

- Coordinate with residents and clinical staff to ensure alignment with study procedures.
- Support reporting of protocol deviations, screening outcomes, and recruitment challenges.

- Complete any other tasks that fall within the scope of the research, if considered appropriate, to be assigned by the line managers based on any modifications in the programme.

3. Required Qualifications

- Bachelor's degree in Psychology, Public Health, Nursing, Social Sciences, or a related field.
- Prior experience in clinical research, clinical trials, or hospital-based research is preferred.
- Training in Good Clinical Practice (GCP) is desirable (or willingness to complete upon appointment).

4. Required Skills and Competencies

Technical Skills

- Strong proficiency in data collection and data entry software, including electronic data capture systems, databases, and MS Excel.
- Ability to accurately complete CRFs and maintain study logs.
- Familiarity with research documentation and version control is an asset.

Interpersonal and Communication Skills

- Demonstrated ability to interact effectively and sensitively with psychiatric patients.

- Excellent verbal and written communication skills in both English and Urdu (preferred).
- Ability to explain study procedures clearly and assess participant understanding

- Willingness to work across teams.

Personal Attributes

- High level of attention to detail and organisational skills.
- Strong sense of ethics, confidentiality, and professionalism.
- Ability to work independently while also functioning effectively within a multidisciplinary research team.
- Calm, empathetic, and patient-centered approach to participant engagement.

5. Desirable Attributes

- Previous experience working with mental health or psychiatric populations.
- Familiarity with screening tools and clinical assessments used in mental health research.
- Experience with trial recruitment targets and performance tracking.

Application Process:

Interested candidates should submit a filled copy of the RMU application form (found at https://rmur.edu.pk/jobs/) along with their CV to the email ID "administrator_rgmo@rmur.edu.pk" with the subject line "Name_Position_Project" Application

Deadline:

The Institute of Psychiatry will accept applications submitted by 11:59 pm Sunday, **22nd Feb 2026**.

What to expect:

Shortlisted candidates will be contacted for interviews within 1 week of their application submission.