

Standard Operating Procedures (SOP) for:			
<b>Personal Access Arrangements for Undertaking Research (including Research Passport Process)</b>			
SOP Number:	<b>39</b>	Version Number:	<b>6.0</b>
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**Purpose and Objective:**  
 To define the process for applying for and processing requests for access to Barts Health NHS Trust, including (where applicable) the authorisation of Research Passports.  
 For a process overview, see the flow diagram for issuing Research Passports, Letters of Access and Honorary Research Contracts.

**Scope:**  
 This covers honorary access to Barts Health NHS Trust (BH) patients and patient data and the authorisation of Research Passports to be used in other NHS Trusts in line with the NIHR HR Good Practice Resource Pack (see NIHR website link at Appendix A below). It does not cover honorary NHS clinical contracts, paid Trust employment contracts, or any type of contract in relation to Queen Mary University of London.

<b>Abbreviations:</b>	
BH	Barts Health NHS Trust
CRB	Criminal Records Bureau
DBS	Disclosure and Barring Service (formerly CRB)
HR	Human Resources
HRC	Honorary Research Contract
ID	Identification
JRMO	Joint Research Management Office
LoA	Letter of Access
NIHR	National Institute of Health Research
OH	Occupational Health
QMUL	Queen Mary University of London
SOP	Standard Operating Procedure

**Definitions:**  
Applicant: Individual applying for a research access at BH and/ or a Research Passport.  
Honorary Research Contract: Required when researchers are not employed by an NHS organisation in either a substantive or honorary way and their research activity has a "direct bearing on the quality of patient care".

**Letter of Access:** Issued where the research is considered to be low risk to patients and the research will not have a direct impact on patient care, or they are employed by an NHS trust or hold an Honorary Clinical Contract.

**Research Passport:** A system for enabling the issue of HRCs or LoAs to academic researchers who need to undertake their research at more than one NHS Trust. The Research Passport provides evidence of the pre-engagement checks undertaken on the researcher in line with NHS Employment Check Standards.

Relevant SOPs:

No other JRMO SOPs are directly associated with this SOP.

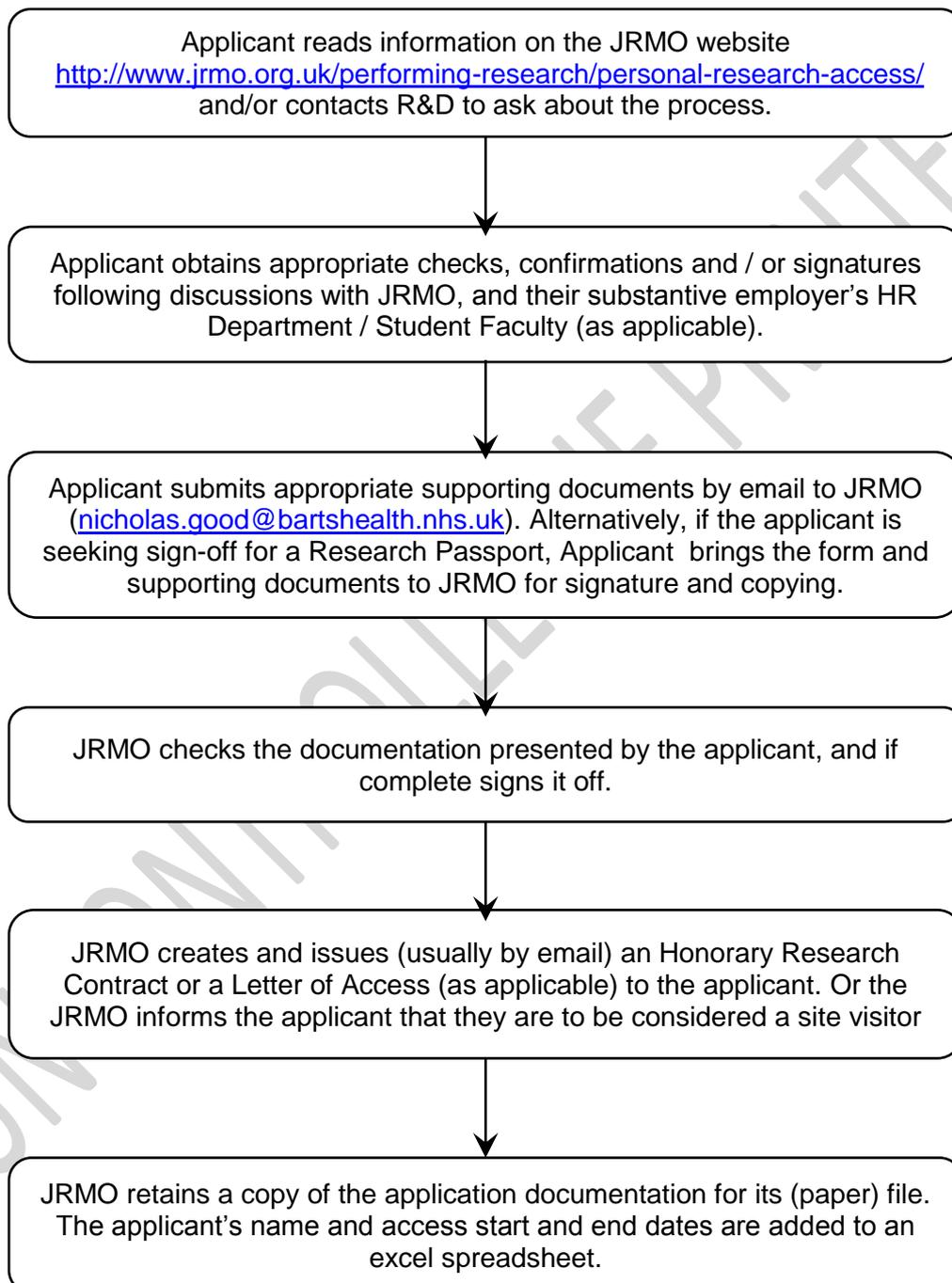
SOP Text:

	Responsibility	Activity
1.	The Applicant	<p><b>Determine the method that will be used to gain access at BH.</b></p> <p>It is a requirement that anyone working with NHS patients, patient records or on NHS premises to perform a research related activity, has in place appropriate local access arrangements. To this end applicants shall contact the Projects and Communications Manager within the Joint Research Management Office (JRMO) and supply them with sufficient information to enable a local Letter of Access or Honorary Research Contract to be issued, as applicable, by the JRMO.</p> <p>That evidence will include:</p> <ul style="list-style-type: none"> <li>(i) A completed Research Passport signed off at another NHS Trust; or</li> <li>(ii) Research Passport form ready for sign off, with appropriate attachments (see steps 2-4 below); or</li> <li>(iii) Documents amounting to this (see 2 below).</li> </ul>
2.	The Applicant	<p><b>Submit a completed Research Passport form and/ or documents amounting to this to the JRMO.</b></p> <p>Where the JRMO needs to authorise a Research Passport the applicant will complete the appropriate form (Appendix B) and gain requisite signatures (from the applicant, their manager and their substantive HR department or from the relevant 'student faculty' for students). The applicant delivers the form and relevant supporting documents to the Projects and Communications Manager for sign-off.</p> <p>The required attachments are determined by the type of activity that the applicant will be completing. See the NIHR Research Passport Algorithm (Appendix C) to determine which documents will be relevant, they typically include:</p> <ul style="list-style-type: none"> <li>• Current curriculum vitae (including details of qualifications, training and registration);</li> <li>• DBS (previously CRB) disclosure;</li> <li>• Occupational health certificate or equivalent; and</li> <li>• Appendix with list of project titles and reference numbers.</li> </ul> <p>If the applicant has a Research Passport which has already been signed-off at another Trust then the attachments are not normally required.</p>

		If access is only required at BH, and not at other NHS Trusts, the applicant shall submit the documents listed above (as applicable) by email, along with confirmation in writing (usually another email) from their would-be BH manager or supervisor confirming that the named person needs access to BH patients/ data/ samples/ site (as applicable) and for how long.
3.	JRMO (R&D Projects and Communications Manager)	<p><b>Check a Research Passport signed off at another NHS Trust</b></p> <p>The JRMO will review a Research Passport signed off at another NHS Trust. It may ask to see supporting documents where there is an apparent discrepancy or anomaly.</p>
4.	JRMO (R&D Projects and Communications Manager)	<p><b>Check and authorise a new Research Passport form.</b></p> <p>The JRMO will check that the form is completed, with relevant external signatures and appropriate documents attached in accordance with the NIHR Research Passport algorithm.</p> <p>Identity and veracity will be checked through meeting the applicant and checking photo ID. The Research Passport form is signed and dated by the JRMO.</p> <p>The document set is then copied for JRMO records and original documents, including the original Research Passport, are returned to applicant.</p>
5.	JRMO (R&D Projects and Communications Manager)	<p><b>Check and approve information amounting to a Research Passport form.</b></p> <p>Where research access is required at BH only, information amounting to the appropriate supporting documents as set out in the NIHR Research Passport algorithm (Appendix C) may be submitted without a Research Passport form.</p> <p>In such cases, in addition to the document set, confirmation in writing (usually by email) from the would-be BH manager or supervisor confirming that the person needs access to the Trust's patients/ data/ samples/ site (as appropriate) and, importantly, for how long is required.</p>
6.	JRMO (R&D Projects and Communications Manager)	<p><b>Issue an HRC, LoA or site visitor determination to the applicant.</b></p> <p>Using either a Research Passport or other information (as per steps 3 – 5 above) the JRMO will usually issue either an HRC or LoA, in accordance with both the NIHR HR Good Practice Resource Pack (Appendix A) and the NIHR Research Passport Algorithm (Appendix C).</p> <p>However, if access is only required in a non-clinical setting, or to anonymised healthcare records or anonymised tissue or organ samples for research purposes, neither a formal LoA or HRC is necessary. In those instances the applicant will be considered to be a site visitor. Site visitors will be the responsibility of the person being visited in accordance with local, site procedures.</p>

## Flow Chart

Please see Flowcharts 1, 2 and/or 3 of the HR Good Practice resource pack (which can be found at <https://www.nihr.ac.uk/about-us/CCF/policy-and-standards/research-passports.htm>) for further information.



## Change Control

This section outlines changes from version **5.0** to version **6.0**

Section Changed	Summary and Description of Changes
Scope	Amended by inclusion of “of” in Queen Mary University <u>of</u> London.
1	Activity re-scoped. “Documents to include...” moved to Section 2. Explicit addition of an option to submit supporting documentation rather than a Research Passport form where access is required only at BH.
2	‘Documents to include’ added in from section 1. Order of documents changed. Again explicit reference is made to an option to submit supporting documentation, rather than a Research Passport form, where access is required only at BH.
3	This section combines old section 3 and 4. It now covers the authorisation and checking of newly-presented Research Passport forms and sign-off by the JRMO.
4	This new section now covers confirmation and/ or checking by the JRMO of Research Passports already signed-off by another NHS Trust.
5	This new section now covers the checking of documentation by the JRMO that amount to a Research Passport, where access is only required at BH and no actual Research Passport form is tendered.
6	This was previously section 5. In addition to the old section 5 it now includes an option to issue neither a LoA or HRC in cases where access is only required to BH staff, either individually or collectively, in a non-clinical setting, or to anonymised healthcare records or anonymised tissue or organ samples. In those instances applicants will be advised that they are to be considered visitors.
Flow chart	Link to NIHR Research Passport flowcharts updated. In the first box the link to the JRMO website is updated. In the penultimate box the option to not be issued with a LoA or HRC but to be a site visitor is stated.
Appendices	Links updated

## List of Appendices

Appendix Ref.	Appendix Name
Appendix A	NIHR HR Good Practice Resource Pack
Appendix B	The Research Passport Form
Appendix C	NIHR Research Passport Algorithm
Appendix B	JRMO Research Policy 22: Access to Work at NHS Sites – Honorary Contracts and Letters of Access

## List of Associated Documents

There are no associated documents for this SOP.

### Appendix A

NIHR HR Good Practice Resource Pack:

[www.nihr.ac.uk/about-us/CCF/policy-and-standards/research-passports.htm](http://www.nihr.ac.uk/about-us/CCF/policy-and-standards/research-passports.htm)

### Appendix B

The Research Passport Form:

<http://www.jrmo.org.uk/performing-research/personal-research-access/>

### Appendix C

NIHR Research Passport Algorithm:

<https://www.nihr.ac.uk/02-documents/policy-and-standards/Faster-easier-clinical-research/Research-passports/The-Research-Passport-Algorithm-of-Research-Activity-and-Pre-Engagement-Checks.pdf>

### Appendix D

JRMO Research Policy 22: Access to Work at NHS Sites - Honorary Research Contracts and Letters of Access:

[http://www.jrmo.org.uk/media/jrmo/docs/about-us/our-policies/Research-Management-Policies-QMBH-2016-\(3\).pdf](http://www.jrmo.org.uk/media/jrmo/docs/about-us/our-policies/Research-Management-Policies-QMBH-2016-(3).pdf)