

## Personal Access for Research – Guidance for JRMO

### **Research Passport:**

A research passport is the mechanism for non-NHS staff to obtain an Honorary Research Contract or Letter of Access (LoA) when they propose to carry out research in the NHS. If the non-NHS staff hold an honorary contract with NHS trust, a research passport is not required

### **National Institute for Health and Care Research (NIHR) Research Passport Algorithm**

<https://www.myresearchproject.org.uk/help/help%20documents/The-Research-Passport-Algorithm-of-Research-Activity-and-Pre-Engagement-Checks.pdf>

### **New Research Passport application (section 1 – 8)**

1. Sections 1-3 of the Research Passport form are to be completed by the applicant.
2. Section 4 is for completion by the applicants line manager (or other authorised person).
3. The applicants human resources (HR) department completes section 5: the applicant may need to complete occupational health assessments, and/or a criminal record disclosure application (dated in last 6 months). For Queen Mary University of London (Queen Mary) staff and students, this can be requested from Queen Mary Human Resources (HR) department via [humanresources@qmul.ac.uk](mailto:humanresources@qmul.ac.uk) For other university applicants, their university HR department will complete section 5.
4. The applicants HR department will complete all the relevant pre-engagement checks, sign off the form accordingly, and return it to the applicant.
5. The completed Research Passport form with required attachments (e.g., CV, evidence of occupational health clearance, applicant own copy of the criminal record disclosure) should be taken to the lead NHS organisation.
6. Section 8 is for completion by R&D of lead NHS organisation (Barts Health NHS Trust (Barts Health) in this case). Governance officer should sign this section electronically once form and all checks are complete. Governance officer should then follow steps below to issue access for Barts Health NHS Trust. If the Occupational Health (OH)/ Disclosure and Barring Service (DBS) evidence is provided, please state reference on the research passport. If no evidence is provided, the HR assurance on section 5 is sufficient to proceed.

### **Guidance for R&D review of Research Passports (new application or validated at another NHS Trust):**

1. Use template 1 as initial contact email
2. Check that the entire form is completed, with relevant external signatures and appropriate documents attached in accordance with the NIHR Research Passport algorithm.
3. If research passport has already been validated by another NHS Trust: complete the section for additional NHS R&D office checks (page 7 of 9). Governance officer should sign this section electronically once all checks are complete and save in applicants folder in shared drive, as per [SOP 27](#).

4. Check appendices to ensure correct study details are listed with appropriate manager details
5. Determine level of access required using NIHR algorithm
6. Obtain study details: title, IRAS, PI name, end date
7. Obtain applicant valid CV, Good Clinical Practice (GCP) and passport/ID copy. If in doubt, refer to 8f below for immigration status.
8. Obtain an email approval from Barts Health NHS Trust manager/supervisor/study PI (individual with clinical responsibilities) with confirmed end date of access
9. Conduct ID check – for academic staff applying for access to NHS via a research passport, an ID check must be conducted. Obtain passport copy/ID prior to meeting. This ID check can be conducted remotely via video calling on MS Teams or in person, following the below guidance:
  - 8a) Governance officer to arrange meeting via MS teams invite
  - 8b) Ask applicant to confirm full legal name and date of birth
  - 8c) Check passport details match information given; name, date of birth, expiry date
  - 8d) Save confirmation of meeting in files as evidence of ID check (complete workflow point 10)
  - 8e) Once ID check is complete, destroy the passport/ID copy/DBS/OH evidence and inform applicant this has been done.
  - 8e) If applicable; Checking immigration status: If the applicants university HR and/or registry office has signed the research passport then this has been checked. By virtue of being registered with a UK university means they have the right to be here and undertake student activities. Obtain confirmation (in writing) from the applicant, that they have the appropriate immigration status to be carrying out these activities and file.
10. Issue Letter of Access or Honorary Research Contract for access (issue as pdf) to Barts Health (depending on the level of access required using NIHR algorithm) – use associated document 2 or 3 and ensure [honorarycontracts.bartshealth@nhs.net](mailto:honorarycontracts.bartshealth@nhs.net) is copied into the email using email template 2

Once the Research Passport form has been authorised by one NHS organisation it becomes a valid Research Passport that can be provided to another NHS organisation for further access.

## **NHS-to-NHS Proforma Guidance:**

For NHS researchers who have a substantive NHS contract of employment or clinical academics with an honorary clinical contract with an NHS organisation, and who need an NHS-to-NHS letter of access from an NHS organisation hosting their research

### **Issuing a new NHS-to-NHS proforma**

For Barts Health staff who require access to other NHS organisations, a new NHS-to-NHS proforma is required. This is for Barts Health HR department to complete and contact details can be found on WeShare.

### **NHS-to-NHS proforma from other NHS organisations**

For NHS staff who require access to Barts Health NHS Trust, a complete NHS-to-NHS proforma is required:

1. Use template 1 as initial contact email
2. Check that the proforma is completed, with applicants NHS Trust HR (supervisor/PI is not acceptable) employer information and signature
3. Determine level of access required using NIHR algorithm
4. Obtain study details: title, IRAS, PI name, end date
5. Obtain applicant valid CV and GCP
6. Obtain an email approval from Barts Health NHS Trust manager/supervisor/study PI (individual with clinical responsibilities) with confirmed end date of access
7. Issue letter of access for applicant using associated document 2 and email template 2; ensuring [honorarycontracts.bartshealth@nhs.net](mailto:honorarycontracts.bartshealth@nhs.net) is copied into the email

**Any type of access cannot be issued before Capacity and Capability for Barts Health NHS Trust.**

### Issuing access

Associated document 2: Letter of access University Researcher Template

Associated document 3: Letter of access NHS Researcher Template

Associated document 4: Honorary research contract Barts Health template

### Saving Correspondence for Personal access request (as per [SOP27](#))

1. Create new folder within shared drive with applicant's full name
2. Save all correspondence regarding access request. Add dates on document/email subject title.
3. ID check evidence – send a confirmation email once completed and save this to applicant folder on shared drive as evidence that ID check was conducted.
4. Don't save passport copies, DBS or OH checks in the shared drive.
5. Save final copy of LoA or Honorary Research Contract which was issued and save email sent to applicant
6. If an applicant needs an extension for their access, add a new folder called "Applicant's name, Extension, Date".

### Amendments - extension on the study.

Any issued LoA or HRC would need to be extended in line with any extension amendment.

The same applies for early termination.

1. Check the initial research passport/NHS-to-NHS proforma for employment dates.
2. If extension is requested within valid employment date, issue extended LoA/HRC as appropriate
3. If extension is requested and employment date has expired, obtain a new valid research passport/NHS-to-NHS proforma and review as above.