Personal Access for Research – Guidance for JRMO

Research Passport:

A research passport is the mechanism that allows non-NHS staff to obtain an Honorary Research Contract (HRC) or Letter of Access (LoA) to conduct research within the NHS. Non-NHS staff who already hold an honorary contract with an NHS trust do not require a Research Passport.

New Research Passport application (section 1 – 8)
1. Sections 1-3: Completed by the applicant.
2. Section 4: Completed by the applicant's line manager or authorized person.
3. Section 5: Completed by the applicant's Human Resources (HR) department. Applicants may need to complete occupational health assessments, and/or a criminal record disclosure application. For Queen Mary University of London (Queen Mary) staff, this can be requested from the Queen Mary HR department via humanresources@qmul.ac.uk. Queen Mary students and other university applicants should have their university HR department complete this section The HR department will complete all relevant pre-engagement checks and sign off on the form.
4. Section 6: The applicant attaches required documents (e.g., CV, evidence of occupational health clearance, a copy of the criminal record disclosure) and submits them to the lead NHS organisation.
5. Section 8: Completed by R&D of lead NHS organisation (Barts Health NHS Trust [Barts Health] in this case). The Research Management Governance Officer (RMGO) should sign this section electronically once the form and all checks are complete. RMGO's should then follow the steps below to issue access for Barts Health.

R&D review of Research Passports (new application or validated by another NHS Trust):

1. Use **template 1 for the initial contact email.**
2. Check the Research Passport form is complete with all relevant external signatures and required documents.
3. If research passport has already been validated by another NHS Trust, complete the section for additional NHS R&D office checks.
4. Check appendices to ensure correct study details are listed with appropriate manager details.
5. Determine level of access required using the NIHR algorithm.
6. Obtain applicant`s valid CV, Good Clinical Practice (GCP) and passport/ID copy. If in doubt, refer to section 8a regarding immigration status.
7. Obtain an email approval from the Barts Health manager/supervisor/study Principal Investigator (PI) (the individual with clinical responsibilities) confirming applicants access required and the end date of access.
8. Conduct ID check – for academic staff applying for access to NHS via a research passport, an ID check must be conducted either remotely or in person. After the check, destroy the ID and related documents and inform the applicant..

   8a Check immigration status (if applicable): If the university HR or registry office has signed the research passport, then immigration status has already been verified. By

virtue of being registered with a UK university means they have the right to be here and undertake student activities. Obtain written confirmation from the applicant, that they have the appropriate immigration status to be carrying out these activities and file.

9. Issue LoA of Access or HRC. Use the appropriate template (see associated document 2 and 3) and issue the documents as a pdf.

Once authorised by one NHS organisation, the Research Passport is valid for use with other NHS organisation for further access.

NHS-to-NHS Proforma Guidance:

This guidance applies to NHS staff with a substantive NHS contract or clinical academics with an honorary clinical contract with an NHS organisation who require an NHS-to-NHS letter of access from the hosting NHS organisation.

Issuing a new NHS-to-NHS proforma

For Barts Health staff who require access to other NHS organisations, the Barts Health HR department must complete a new NHS-to-NHS proforma. Contact details can be found on WeShare.

NHS-to-NHS proforma from other NHS organisations

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

1. **Use template 1 for the initial contact email**
2. Check that the proforma is complete, with applicants NHS Trust HR details and signatures (supervisor/PI is not acceptable).
3. Determine level of access required using the NIHR algorithm
4. Obtain study details: title, IRAS number, PI name, end date
5. Obtain applicant`s valid CV and GCP
6. Obtain an email approval from Barts Health manager/supervisor/study PI (individual with clinical responsibilities) confirming applicants access and the end date of access
7. Issue letter of access for applicant using **associated document 3** and email **template 2**

Access cannot be granted until Barts Health confirms Capacity and Capability.

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`s Research Access folder using the applicant's full name. Save all correspondence and documents. If an extension is needed, create a sub-folder within the applicant's folder.

Amendments - extension on the study.

Any issued LoA or HRC would need to be extended or terminated in line with study amendment.

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 after the employment date has expired, obtain a new valid research passport/NHS-to-NHS proforma and review it as above.