

## Research Passport System Policy

<b>CATEGORY:</b>	Policy
<b>CLASSIFICATION:</b>	Governance
<b>PURPOSE</b>	Policy implementing the NHS Research Passport Scheme
<b>Controlled Document Number:</b>	509
<b>Version Number:</b>	2
<b>Controlled Document Sponsor:</b>	Medical Director
<b>Controlled Document Lead:</b>	R&D Manager and Head of Medical Resourcing
<b>Approved By:</b>	CEAG
<b>On:</b>	December 2012
<b>Review Date:</b>	December 2015
<b>Distribution:</b> <ul style="list-style-type: none"><li>• <b>Essential Reading for:</b></li><li>• <b>Information for:</b></li></ul>	Researchers Consultants Human Resource Staff

## Contents

Paragraph		Page
1	Policy Statement	3
2	Scope	3
3	Duties	3
4	Framework	4
5	Implementation and Monitoring	4
6	References	4
7	Associated Policy and Procedural Documentation	4

## **1 Policy Statement**

The NHS Research Passport System has been established by the National Institute for Health Research to provide a mechanism for assuring NHS organisations of the pre-engagement checks conducted on a researcher. It seeks a common approach across the NHS and Higher Education.

The Trust accepts the principles of the NHS Research Passport system and this policy seeks to implement the principles of the Research Passport System in the Trust.

## **2 Scope**

This policy applies to all research projects where Trust patients, staff, premises or information is utilised by those within Higher Education Institutions.

## **3 Duties**

### **3.1 Executive Medical Director**

The Medical Director is responsible for the policy and its implementation through the Research & Development Manager and Director of Human Resources. The Medical Director has the authority to approve the NHS Research Passport Procedure and any amendments to that document in response to changes in legislation or best practice providing they are compliant with this policy.

### **3.2 Divisional Directors**

Divisional Directors are required to ensure all staff within their area of responsibility who seek to undertake research using researchers who are from Higher Education Institutions and who are not directly employed by the Trust are aware of the Research Passport Scheme and the requirements of this policy.

### **3.3 Director of Human Resources**

The Director of Human Resources is required to ensure the following requirements are met:

3.3.1 The provision and maintenance of a Research Passport Policy and its associated procedures and guidance is part of the Trust portfolio of controlled documents.

3.3.2 To ensure the appropriate HR Staff are aware of and competent to deliver on their responsibilities arising from these documents providing leadership and support as required.

3.3.3 To ensure the provision of appropriate managerial requirements for the implementation of the procedural element of this controlled document.

### **3.4.2 Research & Development Manager**

The Research & Development Manager is required to:

- 3.4.2 Ensure all research projects are duly authorised and assessed in accordance with the principles of the NHS Research Passport and the Trusts procedures implementing this.
- 3.4.2 Ensure that all guidance documents are updated and maintained in accordance with the principles
- 3.4.3 Ensure that all documentation assessments are forwarded to HR to enable appropriate contracts or letters to be issued.
- 3.4.4 Ensure Comprehensive Local Research Network (CLRN) databases are completed as required.

### **3.5 Principle Researchers**

Those who are designated principle researchers on a research project are required to:

- 3.5.1 Ensure the information documents lodged with the Research & Development Office (R&D) identify all Trust areas, facilities or premises necessary for the conduct of the research.
- 3.5.2 Ensure all staff involved in the research project are identified in the documentation and updated to accommodate any changes.
- 3.5.3 Work with the R&D Manager to ensure the process for authorising researchers works promptly and constructively.

### **3.6 Occupational Health Service Staff**

All Occupational Health staff must be aware of the Research Passport Scheme and that occupational health assessments for researchers are made in accordance with the principles of the NHS Research Passport and the Trusts procedure implementing this.

## **4 Framework**

- 4.1 This Policy will apply to all research projects undertaken within the Trust or utilising Trust premises, information or patients.
- 4.2 All research projects will be assessed under the terms of this policy and its associated procedural documents and no research will be authorised without the appropriate assessment process being undertaken by the Research & Development Manager.

## **5 Implementation and Monitoring**

- 5.1 The NHS Research Policy and its associated procedural documents will be available on the Trust intranet and be disseminated to all researchers via the Research & Development Office.
- 5.2 The HR Department will provide an annual report on the numbers of Honorary Research Contracts and letters of access issued.
- 5.3 The HR Department will monitor the research passport scheme and will report any areas of non-compliance to the Medical Director.
- 5.4 The Research & Development Manager will liaise with the Regional Comprehensive Local Research Network (CLRN) to make the appropriate returns for the CLRN databases.

## **6 References**

This policy is based on the principles of the NHS Research Policy introduced by the National Institute for Health Research

## **7 Associated Policy and Procedural Documentation**

Procedure for NHS Research Passports at UHB

Research Governance Processes