

## SOP 004 Research Passports & NNUH Access

<b>For Use in:</b>	Research
<b>By:</b>	All staff
<b>For:</b>	All staff involved in the conduct of research
<b>Division responsible for document:</b>	Research & Development
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<b>Name of document author:</b>	Caroline Stevens
<b>Job title of document author:</b>	Research Governance Administrator
<b>Name of document author's Line Manager:</b>	Katie Walls
<b>Job title of author's Line Manager:</b>	Research Governance Coordinator
<b>Supported by:</b>	Julie Dawson NNUH Sarah Ruthven UEA
<b>Assessed and approved by:</b>	Julie Dawson: Research Services Manager NNUH Sarah Ruthven: Research Manager UEA
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SOP 004 Version 1

This Standard Operating Procedure (SOP) is available on the Research & Development pages on the NNUH website

*Copies printed from the website are only valid on the day of printing.*

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## 2. Definitions of Terms Used / Glossary

<b>CV</b>	Curriculum Vitae
<b>DoH</b>	Department of Health
<b>GCP</b>	Good Clinical Practice
<b>HEI</b>	Higher Education Institutions
<b>HR</b>	Human Resources
<b>HRC</b>	Honorary Research Contract
<b>IRAS</b>	Integrated Research Application System
<b>LoA</b>	Letter of Access
<b>NIHR</b>	National Institute for Health Research
<b>NNUHFT</b>	Norfolk & Norwich University Hospitals NHS Foundation Trust
<b>RGA</b>	Research Governance Administrator
<b>RP</b>	Research Passport
<b>R&amp;D</b>	Research and Development
<b>SOP</b>	Standard Operating Procedure

## 3. Scope

This Standard Operating Procedure (SOP) describes the process for applying for a Research Passport in order to undertake research related activity at NNUHFT. This SOP is also relevant for NNUHFT staff wishing to undertake research related activity in other NHS Trusts.

This SOP has been developed in accordance with the national NIHR 'Research in the NHS: Good Practice Resource pack' which can be found on the IRAS website <https://www.myresearchproject.org.uk>

## 4. Introduction

The NHS Research Passport (RP) scheme is a UK-wide initiative introduced by the Department of Health (DoH) to streamline the process for non-NHS staff to obtain permission to carry out research in the NHS. It establishes a common system of pre-engagement checks which conform to NHS Employment Check Standards so that they are **transferrable** across NHS Trusts.

Research at NNUHFT is often undertaken in partnership with other NHS Trusts and with Higher Education Institutions (HEI). Current national guidelines call for a clear understanding about responsibility, accountability, patient safety and duty of care in relation to research. This can be achieved through the use of RP's, Honorary Research Contracts (HRC's) and Letters of Access (LoA's).

## 5. Purpose

This SOP describes the process of completing the RP form in order to undertake research related activity at NNUHFT and is relevant for University staff wishing to undertake research and for staff members employed by NNUHFT to undertake research related activity in other NHS Trusts.

## 6. Who Needs a Research Passport?

Anyone coming to NNUHFT premises to undertake research activity that involves Trust patients, their tissues, samples or data, with no contractual relationship with the NHS. This includes:

University employees

Students conducting research which is **not** part of a healthcare placement

## 7. Who does **NOT** need a Research Passport?

You do **not** need a Research Passport if:

You have a substantive contract of employment with the NHS\*

You are a University student conducting research as part of your healthcare placement (e.g. Medical, Dental, Physiotherapy and Clinical Psychology students)

You have an Honorary Clinical Contract with an NHS Trust (e.g. Clinical Academics)\*

\*If you are in these categories, you will require an NHS to NHS Letter of Access

*If you are not in any of the above categories and have no contractual relationship with the NHS, you will need a Research Passport in order to carry out research in the NHS.*

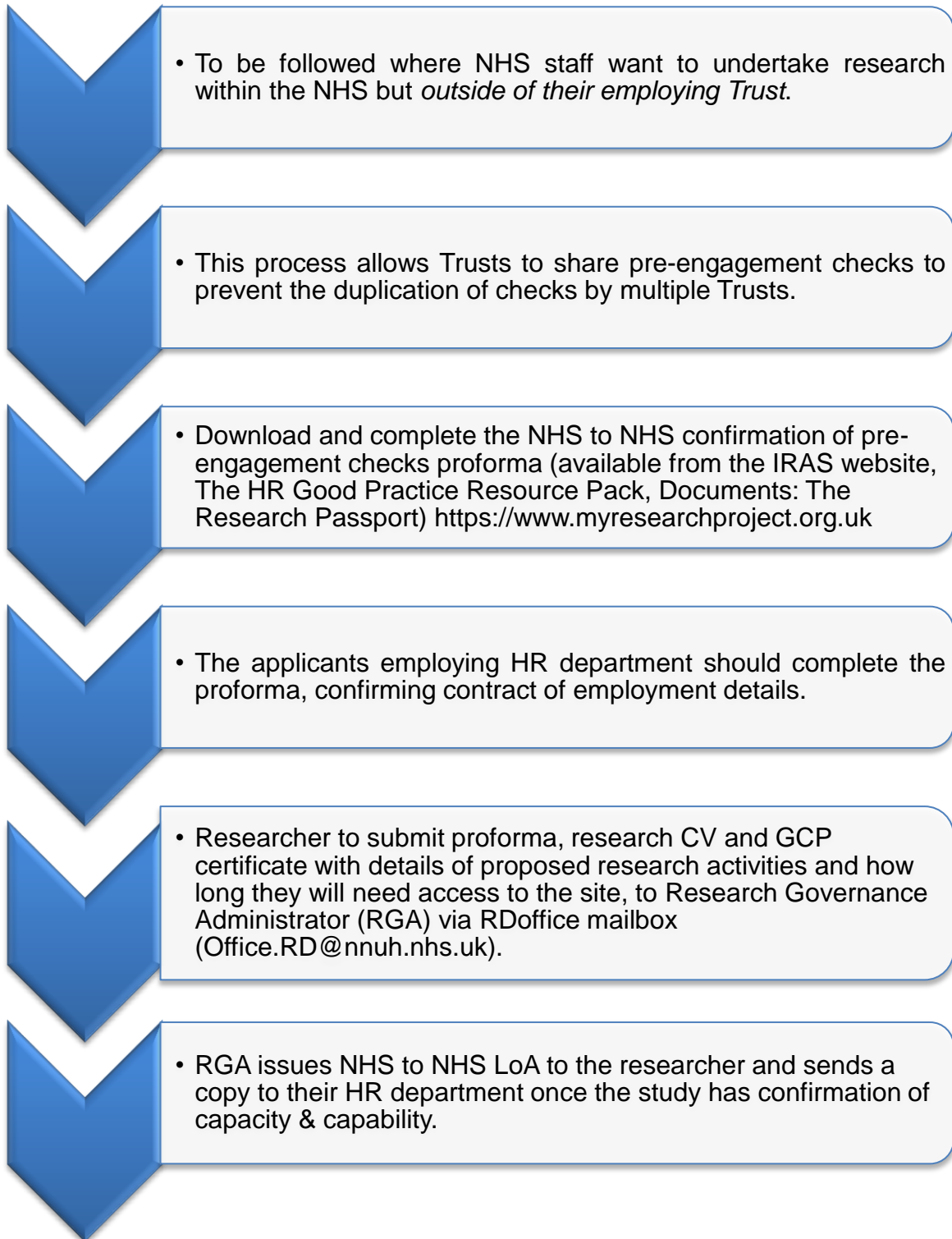
## 8. NHS to NHS arrangements

The NHS to NHS LoA gives permission for the applicant to have access to the NHS site which hosts the research project.

The researcher's substantive employer remains fully responsible for undertaking and updating his / her pre-engagement checks.

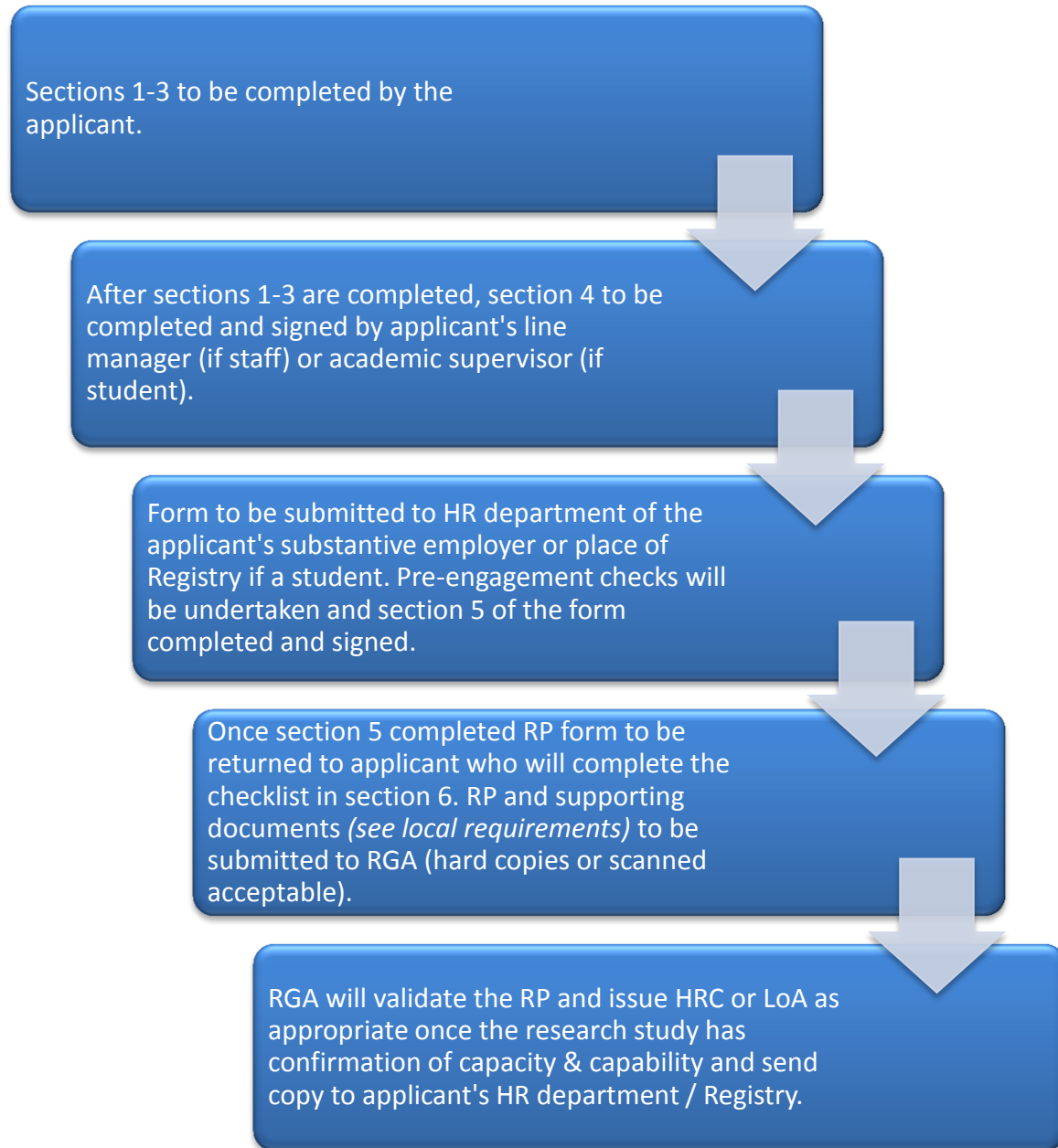
The research host site can accept the researcher's existing relationship with the NHS.

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## 9. Research Passport Procedure

Research Passport application form can be obtained from IRAS website <https://www.myresearchproject.org.uk>



## 10. Local Requirements / Additional Checks

Data Security Awareness training must be completed for all non-NHS applicants (details can be obtained from RGA).

A signed and dated research CV must be provided, dated within the last 2 years (*template available from IRAS website, The HR Good Practice Resource Pack, Documents: The Research Passport*)  
<https://www.myresearchproject.org.uk>

GCP training certificate dated within last 2 years must be provided.

The only times **DBS** and **Occupational Health** Clearance will NOT be required are under the following circumstances...

Activity	Criminal record check necessary? <sup>3</sup>	Occupational Health Clearance Necessary?	LOA or HRC
Researcher has indirect contact with patients or service users but is not providing healthcare or other types of regulated activity and has no direct bearing on the quality of care (e.g some types of telephone interview).	No	No	LoA
Researcher requires access to <b>identifiable</b> patient data derived from health records, tissues or organs with a likely direct bearing on the quality of care	No	Yes, only if working with tissues or organs in NHS facilities	HRC
Researcher requires access to <b>identifiable</b> patient data derived from health records, tissues or organs with no direct bearing on the quality of care	No	Yes, only if working with tissues or organs in NHS facilities	LoA
Researcher requires access to <b>anonymised</b> patient data derived from health records, tissues or organs only (including by research staff analysing data)	No	Yes, only if working with tissues or organs in NHS facilities	LoA (only if reviewed in NHS facilities)
Researcher is working on NHS premises (e.g. laboratory) only (no access to identifiable data)	No	Yes, only if working with tissues or organs in NHS facilities	LoA
Researcher requires direct contact with staff only but no access to patients (e.g. staff interviews)	No	No	LoA (if in NHS facilities)
Researcher requires access to <b>identifiable</b> staff data only	No	No	LoA (if in NHS facilities)
Researcher requires access to <b>anonymised</b> staff data only	No	No	LoA (if in NHS facilities)

## 11. Approval

Author:	Caroline Stevens
Role:	<b>Research Governance Administrator</b>
Signature:	<i>Caroline Stevens</i>
Date:	07/05/2020
Approved & Authorised NNUH:	Julie Dawson
Role:	<b>Research Services Manager</b>
Signature:	<i>Julie Dawson</i>
Date:	13/05/2020
Approved & Authorised UEA:	Sarah Ruthven
Role:	<b>Research Manager</b>
Signature:	<i>Sarah Ruthven</i>
Date:	07/05/2020

## 13. Reason for Update and Training Implication

**This is a new SOP.**

Update	Reason	Training Implication	Action
This is a new SOP	Gap analysis identified a gap in the compliance	Yes	Review of the SOP and completion of training matrix required