

## Research in the NHS – HR Good Practice Resource Pack

## **Process Flowcharts**

Research Passport system: research at more than one site

Research Passport system: research at more than one site **Process at NHS organisation Process at Higher Education Institution** PI applies to lead NHS Human Resources (HR) Researcher Occupational Health (OH) R&D office for (or Registry for Students) permission. NO Researcher completes RP form section 1 to 3 Lead R&D office and passes to line identifies need for premanager or supervisor. engagement checks Checks required? and HRCs and LoAs for research team. YES Line manager reviews CV and training needs, PI applies to other NHS takes appropriate Research Passport action on any training organisations for already in place? permission and clarifies needs and completes NO YES need for presection 4 and returns engagement checks to researcher. and HRCs for research Researcher completes team. Lead NHS organisation RP form and collects HR sends researcher assesses RP/HRC relevant signatures. CRB application form (if \_\_\_\_\_\_ Researcher sends RP OH copied into letter from needed) and OH Each NHS organisation form to HR. questionnaire/request HR to researcher. reviews project. including information on New or additional immunisations. checks required? NO Researcher completes YES NO Researcher undertakes questionnaire/request Approved? additional tests and Researcher submits RP and returns it to OH. immunisations as form and original copies Substantive employer S/he also books deemed appropriate by of CV, CRB disclosure YES completes additional appointment for OH. NHS for the activity. certificate, evidence of checks. check. OH clearance. HR initiates CRB disclosure request (± ISA barred list(s) check) as RP updated/renewed. Researcher completes appropriate to the activity. and returns CRB Lead NHS organisation application form. HR reviews personnel file assesses RP form and Lead NHS Lead NHS organisation and evidence of supporting documents organisation issues reviews updated/new and validates RP. HRC or professional HRC or LoA as RP and issues HRC or qualifications, and liaises LoA issued as appropriate. LoA as appropriate. appropriate. with researcher to Evidence of OH complete checks. Researcher supplies clearance forwarded to additional evidence. researcher and copied to HR. Researcher may then present the validated RP with supporting documents to other NHS organisations. Other NHS organisations may also choose to accept the following evidence: a copy of the HRC issued by the lead site only, or Researcher receives HR signs off RP form and a photocopy of the validated RP only, or own copy of CRB returns to researcher. disclosure certificate. the original validated RP only, or • the original validated RP with photocopies of supporting documents. Letter of permission for This should be confirmed with individual organisations. research sent to PI. NHS organisations sends copy of signed HRC/LoA to researcher and their substantive employer. Research may begin. Key: CRB = Criminal Records Bureau; LoA = Letter of Access; OH = occupational health; PI = Principal Investigator; RP = Research Passport