Research in the NHS – HR Good Practice Resource Pack

Process Flowcharts
NHS to NHS arrangements: all types of research

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Process at NHS host organisation	Process at employing NHS organisation (or NHS organisation holding the honorary clinical contract)

Process at employing NHS organisation:

- NHS Researcher
- Human Resources
- NHS R&D Office

Process at NHS host organisation

PI applies to NHS R&D office for permission.

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NHS researchers (not employed by or holding honorary clinical contracts with the host organisation) provide the NHS R&D office with:
- a copy of their CV
- a signed NHS to NHS: proforma confirmation of pre-engagement checks

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NHS organisation reviews project.

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Approved? — **NO**

YES ↓

Letter of permission for research sent to PI.

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Research may begin.

NHS organisation sends copy of the NHS to NHS LoA to the NHS researcher and their substantive employer.

Process at employing NHS organisation

NHS researcher contacts their local R&D office to request an NHS to NHS: proforma confirmation of pre-engagement checks.

R&D office is responsible for ensuring this confirmation is issued by the Trust and will liaise with relevant departments to arrange this.

HR reviews personnel file to confirm that existing clearances are commensurate with research activity (for Clinical Academics this may need to be done in collaboration with HEI HR).

Where necessary researcher obtains additional clearance.

NHS to NHS: proforma confirmation of pre-engagement checks issued to researcher.

Key: HEI = Higher Education Institution; LoA = Letter of access; PI = Principal Investigator