Research in the NHS –
HR Good Practice Resource Pack

Process Flowcharts
Research Passport system: research at one site
Researcher sends RP form to HR.
Researcher completes and returns CRB application form.
Researcher supplies additional evidence.
HR sends researcher CRB application form (if needed) and OH questionnaire/request including information on immunisations.
HR initiates CRB disclosure request (+ ISA barred list(s) check) as appropriate to the activity.
HR reviews personnel file and evidence of professional qualifications, and liaises with researcher to complete checks.
HR signs off RP form and returns to researcher.
Evidence of OH clearance forwarded to researcher and copied to HR.
Research may begin.

Key: CRB = Criminal Records Bureau; LoA = Letter of Access; OH = occupational health; PI = Principal Investigator; RP = Research Passport