

Joint Research Management Office Standard Operating Procedure for:

## Personal Access Arrangements for Undertaking Research (including Research Passport Process)

SOP Number:	39	Version Number:	8.0
Effective Date:	14 <sup>th</sup> July 2023	Review Date:	14 <sup>th</sup> July 2026

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### Purpose:

To define the process for applying for and processing requests for access to Barts Health NHS Trust (Barts Health), including (where applicable) the authorisation of Research Passports.

### Scope:

This covers honorary research access to Barts Health patients and patient data and the authorisation of Research Passports to be used in other NHS Trusts in line with the National Institute of Health Research (NIHR) [Human Resources \(HR\) Good Practice Resource Pack](#). It does not cover honorary NHS clinical contracts, paid Barts Health employment contracts, or any type of contract in relation to Queen Mary University of London (Queen Mary).

### Abbreviations:

Barts Health	Barts Health NHS Trust
DBS	Disclosure and Barring Service (formerly Criminal Records Bureau)
HRA	Health Research Authority
HRC	Honorary Research Contract
JRMO	Joint Research Management Office
LoA	Letter of Access

NIHR	National Institute of Health Research
OH	Occupational Health
Queen Mary	Queen Mary University of London
SOP	Standard Operating Procedure

**Definitions:**

Applicant: Individuals applying for research access at Barts Health using NHS-to-NHS Proforma or a Research Passport.

Decision on whether an Honorary Research Contract (HRC) or Letter of Access (LoA) is issued will depend on the activity undertaken at Barts Health and will follow the Health Research Authority (HRA) [The Research Passport: Algorithm of Research Activity and Pre-Engagement Checks](#).

NHS-to-NHS proforma provides confirmation of pre-engagement checks and is used by NHS staff to request access to other NHS organisations. A letter of access is always issued for staff who are employed by an existing NHS Trust or hold an existing Honorary Clinical Contract.

Research Passport: A system for enabling the issue of HRC or LoA to academic researchers who need to undertake their research at one or more NHS Trusts. The Research Passport scheme provides assurances for the pre-engagement checks in line with NHS Employment Check Standards.

**SOP Text:**

	Responsibility	Activity
1.	The Applicant	<p><b>Prepare and complete Research Passport form or NHS-to-NHS Proforma confirmation of pre-engagement checks to the JRMO.</b></p> <p><u>Research Passport (for students or staff of academic institutes)</u></p> <p>Complete the <a href="#">Research Passport</a> application form (Sections 1 -3 and 6) and request that your line manager/supervisor complete Section 4. Your substantive HR department must complete Section 5 of the form. Section 7 of the form is to be completed by the lead NHS organisation which first received the completed Research Passport to validate the Research Passport</p> <p>Any additional required documents (Section 6) are determined by the type of activity that the applicant will be completing. See the <a href="#">NIHR Research Passport Algorithm</a> to determine which documents will be relevant.</p> <p><u>NHS-to-NHS Work Proforma (for NHS staff)</u></p> <p>The applicant needs to liaise with their substantive Research &amp; Development (R&amp;D) and HR departments to provide a signed <a href="#">NHS-to-NHS proforma confirmation of pre-engagement</a> and their current curriculum vitae (including details of qualifications, training and registration). They should also provide details of the study(ies) they may be working on, the duration of access and supervisor on site. The NHS-to-NHS Proforma must be signed by the substantive HR department.</p>
2.	The Applicant	<p><b>Contact JRMO to request access to Barts Health</b></p> <p>Contact the Joint Research Management Office (JRMO) via <a href="mailto:research.governance@qmul.ac.uk">research.governance@qmul.ac.uk</a> and include the following;</p> <p>(i) A completed Research Passport signed off at another NHS Trust; or</p>

		<p>(ii) Research Passport form ready for sign off by the lead NHS organisation (Barts Health), with appropriate attachments; or</p> <p>(iii) A signed NHS-to-NHS proforma confirmation of pre-engagement checks (for NHS staff working in another Trust)</p>
3.	Research Management and Governance Officer	<p><b>Process the access request</b></p> <p>Record the study team members contact details on edge and shared drive.</p> <p>Process the access request as per <a href="#">Associated Document 1 Research Passport Guidance for Governance Officers</a>. The Research Management and Governance Officer will check that the form is completed, with relevant external signatures and appropriate documents attached in accordance with the <a href="#">NIHR Research Passport algorithm</a>.</p> <p>Where Barts Health is the lead NHS organisation, arrange to meet with the applicant for ID checks. The Research Passport Form Section 8 needs to be signed and dated by the JRMO if required.</p> <p>Complete the access spreadsheet with the required information, EDGE workflow and save correspondence and documents in the shared drive and EDGE.</p>
4.	Research Governance Team member	<p><b>Issue appropriate Access</b></p> <p>Using either a Research Passport or NHS-to-NHS proforma confirmation of pre-engagement checks the JRMO will usually issue either an HRC or LoA (<a href="#">Associated Documents 2-4</a>), in accordance with both the <a href="#">NIHR HR Good Practice Resource Pack</a> and the <a href="#">NIHR Research Passport Algorithm</a>.</p> <p>Save all documents to the shared drive and EDGE.</p> <p>When the LoA/HRC is issued always copy in the PI/supervisor who will arrange for appropriate stat man training and a smartcard or clinical access. For further information please see the <a href="#">Barts Health Honorary Contract Policy</a>.</p>

## Change control

This section outlines changes from version 7.0 to version 8.0

Section changed	Summary and description of changes
Throughout	Link to on-line Research form and algorithm
Throughout	Streamlining of the SOP via references to Research Passport Application form and NIHR Research Passport Algorithm  Removal of reference to the Honorary Contract Team and smartcard access.
Associated Document 1	New document - Research Passport Guidance for Governance Officers

## List of associated documents

Appendix ref.	Appendix name
Associated Document 1	Research Passport Guidance for Governance Officers
Associated Document 2	LoA University Research Template
Associated Document 3	LoA NHS Researcher Template
Associated Document 4	Barts Health Honorary Research Contract

## List of appendices

There are no appendices associated with the document