Guidance for NHS Research Passports

The Research Passport system and associated procedures have been developed in parallel with national arrangements for obtaining permission from NHS organisations to undertake research.

The Research Passport is an application form which enables Higher Education Institute employers to share pre-engagement information about their researchers with NHS organisations hosting the researcher’s activity. The Research Passport (once approved) is valid for a duration of 3 years and allows for the issue of an Honorary Research contract or a Letter of Access.

To ensure that Research passports are processed as quickly as possible once they are submitted to the NHS, the form needs to be completed as accurately as possible.

The following guidance notes should be read in conjunction with the Research Passport Guidance Notes, Application form and the Research Passport Appendix page.

CHECKLIST FOR COMPLETING A RESEARCH PASSPORT

Please send completed Research Passports and Appendix pages, FAO Zofia Lasicova in HR in the College of Medicine and Veterinary Medicine.

Section 1 – Details of Researcher

- Question 1 – Enter name and contact details
- Question 2 – Enter basic identity details
- Question 3 – Enter details of any professional registration
- Question 4 – Enter details about substantive employer (University of Edinburgh)

Section 2 – Details of Research (Question 5)

- Type of Research Passport: Ensure the correct type of Research passport has been chosen – either a Project Specific one, or a Multi-Project\(^1\) (see footnote)
- For Project Specific Research Passports the details of the study should then be completed in Section 2. For “Multi-Project” Research Passports the details of each study should be completed as a separate appendix page (one appendix page for each study)
- Project Title: Ensure the full exact study title is included, and include the R&D number of the study (or Ethics number where appropriate) in brackets
- Project Start Date & End Date: Ensure project start and end dates are completed accurately. For “project-specific” Research Passports, the project start date should be when the researcher plans to be involved in the study at the first site, and the end date should be when the researcher plans to complete their involvement in the study

\(^1\)There are two types of Research Passport: a project-specific and a multi-project Research Passport:

1. The project-specific Research Passport is for researchers who will be involved with only one study/project over the duration of the three year Research Passport.
2. The multi-project Research Passport is for researchers who will be working on a number of studies over the course of the three year Research Passport and have an ongoing research portfolio. As many Appendix pages can be added as required but please number each Appendix page.
at the last site. For a “multi-project” Research Passport the project start date (on each appendix) should be when the researcher plans to be involved in that study at the first site. The end date should be when their involvement in that study will finish.

• Proposed Start & End Date of 3 Year Research Passport: The Research Passport start date should be the planned start date of involvement at the first study site, or the date the Research passport is submitted, whichever is later. The Research Passport end date should be 3 years from the Research Passport start date.

• NHS Organisation & Department: List the NHS Boards, and departments within those boards, where research will be undertaken

• Proposed Research Activities: Describe very briefly the activities that will be undertaken e.g. taking blood, accessing NHS identifiable patient data, conducting cognitive testing, conducting interviews with NHS patients

• Manager in NHS Organisation: Insert name of the person who will manage, supervise, or be responsible for the researcher’s conduct in each NHS board

General Checks:

• Ensure all the studies listed are currently still ‘live’ and have not ended?

• Check that individual is listed as a researcher on the each study application. If not please ensure they are added before the Research passport is submitted to HR

• Ensure appendix page(s) have been included if necessary (these should always be completed when the researcher is on more than 1 study, section 2 is full, or if there are additional studies to be added. *See How to Use an Appendix page at the end of this document

• Email the Manager(s) in the NHS organisation(s) to make them aware that the NHS R&D department will be contacting them via email to confirm details relating to the individual’s Research passport application and that they must respond to this email

Section 3 – Declaration by Researcher

• Question 6 – answer questions relating to any previous Honorary Research contracts and if they have ever been revoked

• Researcher must sign and date this section to allow the information in the Research passport to be shared with other NHS organisations, otherwise checks that have already been carried out may need to be repeated.

Section 4 – Suitability of Researcher (must be completed by Researchers line manager)

• Question 7a – regulated activity relates to where the Researcher would be undertaking regulated work (e.g. clinical care of NHS patients such as taking blood) under the Protecting Vulnerable Groups (PVG) scheme. When a PVG level Disclosure is required this would be for regulated work. When a Standard level Disclosure is required (e.g. interviews with patients) this would not be regulated work. The NHS Honorary Cover Table can be used to determine whether the duties fall into the definition of regulated work, and if PVG level Disclosure is therefore required.

• Question 7b – must be signed and dated by the line manager and all contact details completed

Section 5 – Pre-engagement Check

• Leave blank for HR to complete
Section 6 – Instructions to applicants

- A signed and dated CV must be provided and crossed off here
- A copy of PVG or Standard Disclosure Certificate will be submitted from HR if required but should be crossed off here if applicable
- Evidence of Occupational Health clearance will be submitted from HR if required but should be crossed off here if applicable
- Write the number of Appendices included or cross N/A if none are submitted

Section 7

- Leave blank for NHS to complete

Section 8

- Leave blank for NHS to complete

APPLYING FOR AN EXTENSION

- If the researcher holds a Research Passport that is less than 3 years old, a completed copy of this original Research Passport must be submitted to Zofia Lasicova in MVM HR, along with an appendix page detailing the new end date of the researcher’s contract. An example of the Appendix page is shown below, stating the Appendix page number, the reason for the amendment to the Research Passport, and the old and new end dates. Disclosure and occupational health checks do not need to be re-completed.

- If a previous Research Passport is more than 3 years old or the Researcher does not hold an existing Research passport, then a new Research passport application form must be completed.
  - New Disclosure & Occupational health checks will need to be completed with a new Research Passport application (if required for the study) in the following circumstances:
    - Previous Occupational Health clearance completed before June 2014
    - Previous Standard Disclosure certificate is more than 6 months old.
    - If a PVG level Disclosure has been previously completed for the University, this does not need to be re-completed regardless of the length of time since the certificate was issued.

HOW TO USE AN APPENDIX PAGE

- An Appendix page should be used for Multi-Project Research Passports where a separate page should be completed for each study
- They should also be used for any changes that are required, such as change in employment status, change of end date of involvement in a study, changing from a Project Specific to a Multi-Project Research Passport, change of name etc.
- Researcher must ensure that all NHS organisations are informed of the changes.
- See Section 2 above for assistance in completing an appendix page.
Example of Research Passport Appendix Page for Extensions

Passport Appendix. List of projects and amendments

If you are applying for a three-year Research Passport, please use this section to enter details of projects and activities that will be covered by this Research Passport. Once you have a validated Research Passport, you may add details of subsequent projects during the three years that this Research Passport is valid.

If you are applying for a project-specific Research Passport, but need to add further sites to the project, please enter the details below.

Whenever you add further details, the full Research Passport and accompanying documents must be submitted to the relevant NHS organisations.

<table>
<thead>
<tr>
<th>Title: Study title</th>
<th>Start Date: xx/xx/xxxx</th>
<th>End Date: xx/xx/xxxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHS organisation(s):</td>
<td>Dept(s):</td>
<td>Proposed research activities:</td>
</tr>
<tr>
<td>e.g. NHS Lothian</td>
<td>e.g. Pathology</td>
<td>e.g. consenting NHS patients, taking blood/accessing NHS identifiable patient data</td>
</tr>
</tbody>
</table>

Amendments to the Research Passport

Please state what these are, e.g. they might be a change in name or employment details, or a change in research activities.

Please check with the NHS organisation where you are undertaking your research if you are unsure whether you will need to submit new evidence of pre-engagement checks on a new Research Passport form, which will need to be validated by the NHS organisation(s) hosting your research.

<table>
<thead>
<tr>
<th>Date</th>
<th>Old Details</th>
<th>New Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/06/2014 - University contract end date extended</td>
<td>End date 31st June 2014</td>
<td>End date 30th November 2014</td>
</tr>
</tbody>
</table>

To add more projects please copy this page or download further blank pages. Each appendix page should be numbered.

For office use only:
A photocopy of the appendix should be retained whenever any amendments or additions to the appendix are made.

F001_The Research Passport: Version 3.0