

# **Policy and procedure**

## **Research passport, honorary research contracts and letters of access**

### **1 Scope**

Local: For use by Trust managers, external researchers, Human Resources (HR) and Research and Development Department staff.

### **2 Aim**

- To provide a clear and concise guide for the implementation of the research passport scheme.
- To provide guidance for issuing:
  - research passports,
  - honorary research contracts and
  - letters of access.

This policy document incorporates the key principles of the following documents:

- Research in the NHS – [HR Good Practice Resource Pack](#).
- West Anglia Comprehensive Local Research Network (CLRN) [Guidance for Trusts Hosting Research – HR Procedures](#).
- [Criminal Records Bureau \(CRB\) disclosure and protection of children \(POCA\) checks: a guide for recruiting managers](#).
- The Trust's [staff immunisation and infection screening](#) policy.
- The Trust's [recruitment and selection](#) procedure.
- The Trust's [Data protection](#) policy.

### **3 Introduction**

This document implements the Human Resources (HR) arrangements for researchers, introduced by the UK Clinical Research Collaboration (UKCRC) to streamline NHS Trust approval for access by external researchers, and set out in the Research in the NHS – [HR Good Practice Resource Pack](#).

The UK Clinical Research Collaboration (UKCRC) is a partnership of organisations working to establish the UK as a world leader in clinical research by harnessing the power of the NHS. The UKCRC is working to promote a streamlined regulatory and governance environment that facilitates high-quality clinical research while protecting the rights, dignity and safety of patients. As part of its activities, it has coordinated the development of a [HR Good Practice Resource Pack](#) to help the NHS and other research employers take a consistent approach to handling HR

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arrangements for those undertaking research in the NHS. The pack forms the basis for this policy and procedure, and is available on the [National Institute for Health Research](#) (NIHR) website.

Research within the NHS relies on working in partnership with the higher education sector and is often undertaken by non-NHS staff, including staff employed by higher education institutions. This relationship calls for clear understanding about:

- responsibility,
- accountability,
- patient safety and
- duty of care.

The research governance frameworks published by the UK health departments require all parties undertaking research within the NHS to be clear about responsibilities and liabilities. One of the ways this is achieved is through appropriate use of honorary research contracts.

The Trust is a partner in the NIHR Clinical Research Network via its contract with the West Anglia CLRN. Under this contract the Trust is implementing the research passport scheme according to the principles set out in the:

- Research in the NHS – [HR Good Practice Resource Pack](#) and
- West Anglia CLRN [Guidance for Trusts Hosting Research – HR Procedures](#).

## 4 Responsibilities

### 4.1 The Trust Board

The Trust Board, via the Research Governance Committee, is responsible for ensuring that:

- the implementation and the requirements outlined within this policy are observed;
- the individual directorates are made aware of the policy and their responsibilities within it; and
- staff are appropriately trained.

### 4.2 The Research and Development Department

The Research and Development Department is responsible for:

- providing guidance and advice to researchers on the research passport system;
- assessing and reviewing research passport applications;
- assessing the need for honorary research contracts and letters of access and issuing them as appropriate;
- assessing the pre-engagement checks provided and requesting additional checks as necessary;
- training Research and Development staff within the Trust to ensure compliance with this policy;

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- auditing the Trust's performance in using the research passports scheme to speed up researcher access to the NHS.

#### 4.3 The Human Resources Directorate

The Human Resources Directorate is responsible for:

- conducting conducting any additional pre-engagement checks (eg CRB disclosures);
- working with the Research and Development Department to audit compliance with this policy.

## 5 Definitions/ glossary

### 5.1 Research passport

The research passport (see [Appendix 2](#)) is the standard application form which provides information about a non-NHS researcher (including students who are clinically qualified but not directly supervised) to enable the NHS Trust/s hosting the research to issue an honorary research contract or a letter of access (non-NHS) as appropriate.

Researchers will **not** require a research passport if they:

- are employed by an NHS organisation;
- have an honorary clinical contract with the NHS (eg clinical academics);
- are an independent contractor (eg GP) or employed by an independent contractor; or
- are a student conducting research as part of a healthcare placement who will be supervised within clinical settings by an NHS employee or HEI (higher education institute) staff member with an honorary clinical or research contract.

The research passport form is completed by the researcher and her/his substantive employer, and validated by the lead NHS Trust. The validated research passport is presented to all other relevant NHS Trusts in order for an honorary research contract or letter of access to be issued rapidly.

There are two types of research passport:

- the project-specific research passport, which is valid for one project over a period of three years; and
- the three-year research passport which is valid for multiple projects within a three year period.

### 5.2 Honorary research contract

The honorary research contract is the standard contract between a researcher who has no contractual relationship with the NHS and wishes to

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conduct research in the NHS and the NHS Trust hosting the research. It clarifies and confirms the accountability arrangements, including the policies, procedures and codes of conduct the researcher must abide by.

#### 5.3 Letter of access (non-NHS)

The letter of access (non-NHS) is the standard letter permitting access to patients and confirming the responsibilities of a researcher **who has no contractual relationship** with the NHS and does not need an honorary research contract.

#### 5.4 Letter of access (NHS)

The letter of access (NHS) is the standard letter permitting access to patients and confirming the responsibilities of a researcher who either:

- **is an employee of another NHS Trust, or**
- **holds an honorary clinical contract with another NHS Trust.**

#### 5.5 Letter of agreement

The letter of agreement is the standard letter from an NHS Trust hosting research to the NHS Trust employing the researcher or providing the researcher with an honorary clinical contract, confirming the rights and responsibilities of the parties.

#### 5.6 Letter of access accepting an existing honorary research contract

The letter of access accepting an existing honorary research contract is the standard letter issued to a researcher who already possesses an honorary research contract issued by another NHS Trust and who wants to perform the same research activities in the Trust.

The letter forms an honorary research contract between the researcher and the Trust (where that Trust is compliant with NIHR guidance) on the same terms as the existing honorary research contract, unless amendments are specified in the letter.

#### 5.7 HEIs

HEIs – higher education institutions.

## 6 Procedure

- The procedure for an external researcher to gain access to the Trust for research will vary depending on the researcher's employment status, and the nature of the project. For all requests for access, the Research and Development Department will be the first point of contact.

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- The Research and Development Department will confirm the employment status of the researcher and will then assess the need for a research passport or letter of access (NHS) on the basis of this.

## 6.1 Application processes

### 6.1.1 Application where a research passport is required

The Research and Development Department will request that the researcher completes the research passport form (see [Appendix 2](#)) in conjunction with his/her substantive employer and return it, along with the required supporting documentation (**original** CRB disclosure (applicant's copy), occupational health evidence form etc).

Once the completed research passport has been received, the Research and Development Department will determine what pre-engagement checks are required, based on the nature of the research and in accordance with the table in [Appendix 1](#), and whether the existing [pre-engagement checks](#) performed by the substantive employer are adequate and appropriate. If additional checks are required, the Research and Development Department will request that the researcher undergo these. The HR Department and/or Occupational Health Department will conduct any additional checks as necessary.

Where existing pre-engagement checks are adequate and appropriate the Research and Development Department will:

- Issue an honorary research contract or letter of access (non-NHS) as appropriate, based on the nature of the research and in accordance with the table in [Appendix 1](#).
- Issue an honorary research contract if the planned activities of the researcher involve interacting with individuals **in a way that has a direct bearing on the quality of their care; ie the researcher could foreseeably directly affect the type, quality or extent of prevention, diagnosis or treatment of illness or foreseeably cause injury or loss to patients or service users to whom the Trust has a duty of care**. If there will **not** be a direct bearing on the quality of care a letter of access (non-NHS) will be issued.
- Send a copy of the honorary research contract to the substantive employer of the researcher.
- Complete Section 8 of the research passport (if Cambridge University Hospitals NHS Foundation Trust is the lead Trust).

### 6.1.2 Application process where researchers already possess an honorary research contract or letter of access (non-NHS) issued by another NHS Trust under a valid research passport

Cambridge University Hospitals NHS Foundation Trust Research and Development Department will assess whether the research activity will

remain the same and whether the NHS Trust which issued the honorary research contract or letter of access (non-NHS) is compliant with the requirements of the NIHR Research in the NHS – [HR Good Practice Resource Pack](#).

1. If the activity will remain the same and the NHS Trust is compliant, the Cambridge University Hospitals NHS Foundation Trust Research and Development Department may issue **either**:
  - a letter of access accepting an existing honorary research contract **or**
  - a letter of access (non NHS) without reviewing the approved research passport.
2. If the activity will change, the Cambridge University Hospitals NHS Foundation Trust Research and Development Department will review the approved research passport and issue an honorary research contract or letter of access (non-NHS) as appropriate, subject to the necessary [pre-engagement checks](#) having been completed.
3. If the activity will remain the same but the NHS Trust which issued the honorary research contract or letter of access (non NHS) is **not** compliant, the Cambridge University Hospitals NHS Foundation Trust Research and Development Department will review the approved research passport and, if the research passport is satisfactory, the relevant letter of access will be issued (ie letter of access accepting an existing honorary research contract or a letter of access (non NHS)).

#### **6.1.3 Application process where researchers have a substantive employment contract or honorary clinical contract with another NHS Trust**

An honorary research contract **is not required** to conduct research in the Trust. The Research and Development Department will ask the researcher to complete, in conjunction with their substantive employer or the Trust issuing their honorary clinical contract, a letter of access (NHS) information form ([Appendix 3](#)).

On receipt of the completed form, the Research and Development Department will determine what [pre-engagements checks](#) are required, based on the nature of the research and in accordance with the table in [Appendix 1](#), and whether the existing pre-engagement checks performed by the NHS Trust employing the researcher or issuing the researcher's honorary clinical contract are adequate and appropriate. If additional checks are required, the Research and Development Department will request that the researcher undergo these.

If the existing pre-engagement checks are adequate and appropriate, or once the additional checks have been completed, the Research and Development Department will issue:

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- A letter of agreement to the NHS Trust employing the researcher or issuing the researcher's honorary clinical contract.  
**Note:** The Research and Development Department may decide not to issue a letter of agreement if an assessment of the NHS Trust employing the researcher or issuing the researcher's honorary clinical contract shows that the Trust is compliant with the requirements of the NIHR Research in the NHS – [HR Good Practice Resource Pack](#).
- A Letter of Access (NHS) to the researcher, with copies to the NHS Trust employing the researcher or issuing the researcher's honorary clinical contract.

## 6.2 Students

- Students who are performing research as part of their healthcare placements do not require an honorary research contract or letter of access. They will be covered by existing arrangements and should be supervised within clinical settings by an NHS employee or HEI staff member with an honorary clinical or research contract.
- Students who are performing research other than as part of a healthcare placement and who are not clinically qualified must be supervised within clinical settings by an NHS employee or HEI staff member with an honorary clinical or research contract. Such student researchers do not require an honorary research contract but a letter of access may be required.
- Students who are clinically qualified may conduct research without direct supervision. In such cases the Research and Development Department will request that the student researcher complete a research passport as if he/she were an employee of the HEI and be issued with an honorary research contract/ letter of access as appropriate.

## 6.3 Independent contractors

Independent contractors (eg GPs) do not require an honorary research contract or letter of access unless they also have a substantive HEI employment contract and wish to conduct research outside of their routine clinical practices. In such circumstances the Research and Development Department will request that a research passport be completed. In all other circumstances, the researcher's personal professional indemnity arrangements are expected to cover the research. The Research and Development Department will confirm that adequate insurance is in place.

## 7 Pre-engagement checks

Criminal Records Bureau (CRB) disclosures are not always required. It is important to note that requesting a disclosure for which the research activity is not eligible is illegal.

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The Research and Development Department will generally accept an existing CRB disclosure as a valid pre-engagement check in the following cases:

#### 7.1 Researchers who are NHS employees or who hold honorary clinical contracts

- The existing CRB disclosure should have been issued within the six months prior to the application for a letter of access (NHS).  
**Note:** the Trust will accept a CRB disclosure that was obtained more than six months but less than 12 months before the request for a letter of access (NHS), provided it is satisfied that the employing Trust has the appropriate policies in place. This will usually be where there is an established relationship between the Trusts (as in a letter of agreement) or where a careful risk assessment has been performed. See [Appendix 4](#).
- The CRB disclosure will be considered valid, assuming there are no changes to circumstances, for three years from the date of issue.
- The letter of access (NHS) will only be issued for the length of time that will take the CRB disclosure up to three years from the date of issue **or** for the length of time that will take the researcher up to the end of his/her substantive contract, whichever is less.

#### 7.2 Researchers who require a research passport

- The existing CRB disclosure should have been issued in the previous six months or, if the Trust has an established relationship with the substantive employer and is satisfied that the necessary policies exist at the substantive employer contractually requiring researchers to notify any changes to their criminal record, the 12 months prior to the research passport application. See [Appendix 4](#).
- Where a research passport has already been approved, the CRB should have been issued in the six or 12 months (as above) prior to the first approval of the research passport.
- The CRB disclosure will be considered valid, assuming there are no changes to circumstances, for three years from the date of issue.
- The letter of access (non-NHS) or honorary research contract will be issued for the length of time that will take the CRB disclosure up to three years from the date of issue **or** for the length of time that will take the researcher up to the end of his/her substantive contract, whichever is less.

The Research and Development Department will ensure that the CRB disclosure is of an appropriate level for the nature of the research. If the existing CRB disclosure is not at the appropriate level, a new disclosure will be requested. Enhanced CRB disclosures can only be required where the research meets the criteria for enhanced disclosures set out in the *Police Act 1997*.

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In all cases the applicant's original CRB disclosure certificate must be seen. A copy is not acceptable, although the Research and Development Department may issue the honorary research contract or letter of access on the basis of a copy, provided that it is made subject to seeing the original.

The Research and Development Department will contact:

- the organisation that requested the existing CRB disclosure to confirm whether any additional information was disclosed and will assess the need for a new disclosure if additional information was disclosed; and
- the substantive employer to confirm whether any changes to the researcher's criminal record have been notified. If this is the case the need for a new disclosure will be assessed.

### 7.3 Occupational Health

The Research and Development Department will:

- accept occupational clearance given by another NHS organisation, provided that the clearance was at the level required by the research;
- confirm that the relevant section of the letter of access (NHS) information form has been completed by the employer's HR Department;
- accept Occupational Health (OH) clearance given by a non-NHS employer, provided that:
  - the clearance was at the level required by the research and met the standards required in the NHS; and
  - there is a policy in place requiring employees to notify changes to their health status;
- confirm that the relevant section of the research passport has been completed by the employer's HR Department and will require evidence of the screening in the form of a standard occupational health evidence form completed by the employer's Occupational Health Department;
- ascertain when the OH clearance was given before accepting an existing OH clearance and assess whether additional screening is required due to the lapse of time since the existing clearance was given.

## 8 Further provisions

- Substantive employers will retain responsibility for other research activities that do not affect the Trust's duty of care.
- Honorary research contracts do not provide a mechanism for access to confidential patient information without consent.
- Before issuing an honorary research contract or letter of access, the Research and Development Department will verify that an identified

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Trust manager, who is to provide managerial supervision for the research activity, is in place.

- Researchers must provide the Trust's Research and Development Department with written evidence that they have completed GCP (good clinical practice) training before they start their research.
- Honorary research contracts for research nurses require the signature of a named senior clinical nurse who will act as the professional line of report.
- Research passports, honorary research contracts and letters of access are issued for a maximum of three years. After this a repeat application must be completed and relevant pre-engagement checks reassessed.
- Honorary research contracts and letters of access will not be issued for a period that will exceed the remainder of the life of the researcher's substantive contract.

## 9 Data protection

It is the responsibility of the Trust manager to ensure that the honorary research contract/ letter of access holder is fully aware of the Trust's [data protection](#) policy. Where the honorary research contract/ letter of access holder will have access to personal information relating to staff or patients, particular reference must be made to the section of the Trust's [data protection](#) policy entitled 'using, holding, disclosing personal information.'

## 10 Trust identification (ID) badge

It is the responsibility of the manager of the host department to ensure that the honorary research contract/ letter of access holder is supplied with an identification badge which should be worn at all times for access and security purposes.

The manager must ensure that the expiry date of the contract is entered onto the ID badge application form.

**The ID badge must clearly state that the wearer is an honorary research contract/ letter of access holder.**

Please refer to the [ID badges](#) article on Connect.

## 11 Confirmation of honorary research contract

On completion of the honorary research contract, the manager of the host department and the honorary research contract holder must complete a [Form P6 – confirmation of honorary contract](#) which the HR office of the Research and Development Department will send out on issue of the contract. Completion of this is essential to ensure that all details of the

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honorary contract holder are entered on to the electronic staff record (ESR) and that the Trust is able to maintain up to date records of honorary contract activity.

### **12 Monitoring compliance with and the effectiveness of the policy and procedure**

The implementation of the research passport system will be reviewed on a yearly basis by the Research and Development Department to ensure that the policy and procedure are effective.

Auditable information will be kept regarding the authorisation of research passports and issue of honorary research contracts and letters of access.

### **Equality and diversity statement**

This document complies with the Cambridge University Hospitals NHS Foundation Trust service equality and diversity statement.

### **Disclaimer**

It is **your** responsibility to check against the electronic library that this printed out copy is the most recent issue of this document.

### **Document management**

<b>Document ratification and history</b>	
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### **Appendices**

<a href="#">Appendix 1</a>	Table of pre-engagement checks
<a href="#">Appendix 2</a>	Research passport form
<a href="#">Appendix 3</a>	Letter of access information form
<a href="#">Appendix 4</a>	CRB disclosure flowchart

**Appendix 1: Table of pre-engagement checks**

	<b>Honorary research contract required?</b>	<b>CRB disclosure required?</b>	<b>Occupational health clearance?</b>
Direct contact with patients/ service users and direct bearing on the quality of their care (not children or vulnerable adults).	Yes	Yes, standard or enhanced.	Yes
Direct contact with children or vulnerable adults and direct bearing on the quality of their care.			
Direct contact with patients/ service users but no direct bearing on the quality of their care (eg observer).	No		
Indirect contact with patients/ service users and direct bearing on the quality of their care (eg some types of telephone interviews).	Yes	No	No
Indirect contact with patients/ service users but no direct bearing on the quality of their care (eg telephone interviews, postal questionnaires).	No		
Access with consent to identifiable patient data, tissues or organs with likely direct bearing on the quality of their care.	Yes	No	Yes, if contact with tissue or organs.
Access with consent to identifiable patient data, tissues or organs but no direct bearing on the quality of their care.	No		
Access without consent to identifiable patient data, tissues or organs but no direct bearing on the quality of their care.			
Access to anonymised patient data, tissues or organs only (including by research staff analysing data).			
Working on NHS premises (eg laboratory) only.	No		In some situations.
Direct contact with staff (eg interviews).			No
Access to identifiable staff data.			
Access to anonymised staff data only.			



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<b>Section 4 - Suitability of Researcher</b> <i>To be completed by researcher's substantive employer, e.g. line manager, or academic supervisor</i>	
7. I am satisfied that the above named individual is suitably trained and experienced to undertake the duties associated with the research activities outlined in this Research Passport form.	
Signed:	Date:
Name:	Job Title:
Organisation:	Department:
Address:	
Email:	
<i>When Section 4 has been completed, the researcher should forward the form to the appropriate person to complete Section 5.</i>	
<b>Section 5 - Pre-engagement checks</b> <i>To be completed by the HR department of the researcher's substantive employer or registry at place of study</i>	
8. Can you confirm that a clear criminal record disclosure has been obtained for the above-named individual, with no subsequent reports from the individual of changes to this record?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<i>If yes, please provide details of the clear disclosure</i> Date of disclosure: Type of disclosure: Organisation that requested disclosure:	
9. Have the pre-engagement checks described below been carried out with regard to the above-named individual?	
<ul style="list-style-type: none"> <li>▪ Employment/student screening:                             <ul style="list-style-type: none"> <li>○ ID with photograph</li> <li>○ two references</li> <li>○ verification of permission to work/study in the UK</li> <li>○ exploration of any gaps in employment</li> </ul> </li> <li>▪ Evidence of current professional registration</li> <li>▪ Evidence of qualifications</li> <li>▪ Occupational health screening</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Signed:	Date:
Name:	Job Title:
Organisation:	Department:
Address:	
Email:	
<i>Please return the form to the researcher.</i>	

<b>Section 6 - Instructions to applicants</b> <i>To be completed by Researcher</i>	
<i>Please indicate which of the following documents are attached to this Research Passport:</i>	
Current curriculum vitae, including details of qualifications, training and professional registration (please use the template C.V. at <a href="http://www.rdforum.nhs.uk/docs/template_cv.doc">http://www.rdforum.nhs.uk/docs/template_cv.doc</a> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
Researcher's copy of criminal record disclosure (if question 8 is answered Yes)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Evidence of occupational health screening	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Appendix	Appendix numbers:  N/A <input type="checkbox"/>
<i>Please send the completed form and original documents to the lead R&amp;D office. The completed form and original documents will be returned to you. This package of documents will form your completed Research Passport. You may, where relevant, provide the Research Passport to other NHS organisations.</i>	
You must inform all NHS organisations that have received this Research Passport of any changes to the information supplied above. Failure to do so may result in withdrawal of your honorary research contract or letter of access. As part of the quality control procedures for the Research Passport, random checks on the accuracy of the information held on this Research Passport may be made.	

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Section 7 This section should be completed by HR in the lead NHS organisation, only if additional checks are undertaken Having undertaken the necessary additional pre-engagement checks, I am satisfied that the above named researcher is suitable to carry out the duties associated with their research activity outlined in this Research Passport.			
Signed:		Date:	
Name:		Job Title:	
Organisation:		Department:	
Email:			
Section 8 - For Office Use Only <i>This section should be completed by the NHS R&amp;D office that received the initial application. The NHS R&amp;D office must countersign and date retained photocopies of the documents. The grey section must be completed before returning the form to the applicant.</i>			
CV reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Training?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence of qualifications?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Appendix pages reviewed?	Numbers:
Registration details reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Occupational health evidence reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Criminal record disclosure reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Date of disclosure:	Certificate No:
Enter Electronic Staff Record Number (if issued):			
Valid Research Passport issued: Project specific <input type="checkbox"/> Three-year <input type="checkbox"/>			
Signed:		Date:	
Name:			
Date Honorary Research Contract/letter of access issued (delete as appropriate)			

<i>This section should be completed by the NHS R&amp;D office receiving the valid Research Passport. The NHS R&amp;D office must countersign and date retained photocopies of the documents. The original Research Passport and documents should be returned to the applicant.</i>			
CV reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Training?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence of qualifications?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Appendix pages reviewed?	Numbers:
Registration details reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Occupational health evidence reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Criminal record disclosure reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Date of disclosure:	Certificate No:
Checked Electronic Staff Record: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			
Signed:		Date:	
Name:			
Date Honorary Research Contract/letter of access issued (delete as appropriate)			

### Passport Appendix: List of projects and amendments

Appendix Number:

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 complete 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 subsequently 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.

Title:	Start Date:	End Date:	
NHS organisation(s):	Dept(s):	Proposed research activities:	Manager in NHS organisation:

### 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 a new Research Passport.

Date	Old Details	New Details	Office use only NHS R&D signature

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.*

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### Appendix 3: Letter of access information form (example)

The purpose of this form is to confirm the pre-engagement checks conducted by the employing NHS Trust in relation to an NHS employee or clinical academic with an NHS honorary clinical contract wishing to conduct research in **Cambridge University Hospitals NHS Foundation Trust**.

This form is available on the [R&D Human Resources support](#) page on the Addenbrooke's website.

#### Letter of Access Information Form - NHS

The purpose of this form is to confirm the pre-engagement checks conducted by the employing NHS Trust in relation to an NHS employee or clinical academic with an NHS honorary clinical contract wishing to conduct research in **Cambridge University Hospitals NHS Foundation Trust**

Section 1 - Details of Researcher	
<i>To be completed by R&amp;D department at [Insert Trust name]</i>	
Surname:	Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/>
Forename(s):	Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
NHS employer:	
Post or status held:	
Work Address:	
Work Tel:	Mobile: Email:
Date of Birth:	
<b>Name of research study/R&amp;D no.</b>	
<b>Dates for access:</b> Start date End date	
Section 2 - Pre-engagement checks	
<i>To be completed by the HR department of the researcher's substantive employer</i>	
Can you confirm that a clear criminal record disclosure has been obtained for the above-named individual, with no subsequent reports from the individual of changes to this record?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<i>If yes, please provide details of the clear disclosure</i>	
Date of disclosure:	
Type of disclosure:	
Organisation that requested disclosure:	
Have the pre-engagement checks described below been carried out with regard to the above-named individual?	
▪ Employment/student screening:	
o ID with photograph	Yes <input type="checkbox"/> No <input type="checkbox"/>
o two references	Yes <input type="checkbox"/> No <input type="checkbox"/>
o verification of permission to work/study in the UK	Yes <input type="checkbox"/> No <input type="checkbox"/>
o exploration of any gaps in employment	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ Evidence of current professional registration	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▪ Evidence of qualifications	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ Occupational health screening	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
o Cleared for EPP?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed:	Date:
Name:	Job Title:
Organisation:	Department:

## Research and Development Department

Corporate Development Directorate

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Address:
Email:

*Please return the completed form to:*

**Valerie Sparks**  
HR Manager  
R&D Department  
Box 277  
Addenbrooke's Hospital  
Hills Road  
Cambridge CB2 0QQ

You must inform Cambridge University Hospitals NHS Foundation Trust of any changes to the information supplied above. Failure to do so may result in withdrawal of the letter of access.

**Appendix 4: CRB disclosure flowchart for research passport**

