THE RESEARCH PASSPORT

UK CLINICAL RESEARCH COLLABORATION

igniting our potential

A streamlined approach to issuing NHS Honorary Research Contracts

AN INTRODUCTION for HIGHER EDUCATION INSTITUTION EMPLOYERS

The Research Passport

- Is the mechanism for non-NHS staff to obtain an Honorary Research Contract (HRC) when the research they propose to carry out is likely to impact on patient care
- Is the document provided by NHS R&D offices to be completed by researchers and their substantive Higher Education Institution (HEI) employer
- Lists the pre-engagement checks which the HEI employer has carried out
- Provides assurances from the HEI employer about the researcher
- When completed, it can be taken to other NHS organisations removing the need for duplicate checks
- Streamlines the application process by minimising duplication, reducing delay and removing inconsistencies

The Research Passport

Who needs a Research Passport?

- Researchers who have no contractual arrangements with the NHS but who conduct research in the NHS which can impact on patient care e.g. researchers with HEI employment contracts.

Who does not need a Research Passport?

- **Researchers with NHS employment contracts**
  The NHS has existing mechanisms for such staff to work across NHS organisations
- **Researchers with honorary clinical contracts (e.g. clinical academics)**
  These researchers have joint NHS/ HEI posts which enable them to conduct clinical duties including research, and to work across NHS organisations through existing NHS systems

The benefits of this new system

- Promotes the consistent use of Honorary Research Contracts (HRCs) by the NHS
- Provides clear guidance on the use of HRCs
- Is a streamlined standard application system for HRCs
- No need to repeat checks for every HRC
- Clarifies responsibilities of NHS hosts and Higher Education employers
- Staff will be able to start research in the NHS faster
- Reduces valuable time spent on administration
- HEIs will be better informed about research activities in which their staff are involved
- Supports HEI quality assurance of the activities of their research staff

Making this happen: Where are we now?

August 2006 - April 2007

STAGE 1

- Research Passport piloted in NHS Trusts and HEIs in London, the Midlands, the South Coast, Tayside and North Wales
- Baseline assessment of HRC issuing procedures at pilot sites
- Pilot evaluated

April 2007 - September 2007

STAGE 2

- Evaluation report completed
- Research Passport documents refined as appropriate
- Communication plans finalised

September 2007 - 2008

STAGE 3

- Communication to stakeholders
- Roll out across the UK
- Ongoing training and support
- Evaluation

August 2008 - July 2009

STAGE 4

- **Implementation framework finalised**
- **Roll-out supported by the Health Departments in Northern Ireland, Scotland and Wales, and through the NIHR Comprehensive Clinical Research Networks in England**
- **Project management and evaluation**

The Research Passport

Roles and Responsibilities

Higher Education Institution Research Support staff

- Advise researchers about Research Passport system

Higher Education Institution HR staff

- Provide evidence of pre-engagement checks
- Sign off researcher's Research Passport
- Advise researchers about Research Passport system

NHS R&D

- Assess the need for an HRC

NHS HR

- Ensure relevant checks are completed
- Arrange for HRCs to be issued

Further Information

www.ukcrc.org/regulationgovernace/researchpassport.aspx

This project is being undertaken with assistance from:

- The UK Health Departments
- NHS R&D Forum
- NIHR Clinical Research Network (NIHR CRN)
- Universities and Colleges Employers Association (UCEA)
- Universities UK (UUK)
- The Association of Research Managers and Administrators (ARMA)
- Medical Schools Council (formerly CHMS)
- NHS Employers