

## NHS Research Passport Standard Operating Procedure for Student Applications

Researchers whose work in the NHS has a direct bearing on the quality of care require to obtain a Research Passport prior to an Honorary Research Contract or a Letter of Access being issued by the NHS.

The NHS organisation hosting the research will confirm when a research passport is required. The Research Passport form can be downloaded at:

[http://www.nihr.ac.uk/files/Research%20Passport%20Mar%202010/RP\\_Form\\_version\\_2\\_Final.doc](http://www.nihr.ac.uk/files/Research%20Passport%20Mar%202010/RP_Form_version_2_Final.doc)

Students please note that Faculties manage Disclosure Scotland processes differently. In some Faculties they are managed by the Faculty Office in others they are managed by a combination of Department and Faculty Office. Please contact your Faculty Officer for advice.

### Procedure:

1. Sections 1-3 of the form are completed and signed by the student -

**Section 1** : Details of the Student

**Section 2** : Details of Research

**Section 3** : Declaration by the Student

The student then submits the form to his/her Academic Supervisor or Head of Department.

2. **Section 4** : is completed and signed by the Academic Supervisor or Head of Department and returned to the student.
  - The Academic Supervisor or Head of Department will also identify if a Disclosure Scotland check or health screening will be required (guidance may be found on the following web site <http://www.nihr.ac.uk/documents/policy-and-standards/Faster-easier-clinical-research/Research-passports/The-Research-Passport-Algorithm-of-Research-Activity-and-Pre-Engagement-Checks.pdf>
  - or alternatively contact your local NHS R&D office). If a Disclosure Scotland check is required the Academic Supervisor or Head of Department should indicate what level of check is required (i.e. Basic Disclosure or a PVG).
  - The student then makes an appointment to see the appropriate individual in their Department or Faculty to arrange Disclosure Scotland clearance. They take the completed form with all supporting documents to that person (please note the documents must be originals and not copies), together with the attachments for Section 6 (Faculty or Department will obtain Disclosure Scotland check where required, and guidance may be sought on the latter from the appropriate NHS R&D Office).
  - 2 references- the Student's Department will call for references prior to application
  - exploration of any gaps in employment

3. Faculty will complete **Section 5** by

- Issuing a Disclosure Scotland Application Form (if required or where appropriate if the basic disclosure or PVG is more than 6 months old) and confirming if this is clear. If the student already has a PVG it may be a scheme update that is required otherwise it would be a Basic Disclosure if the student is going into an NHS hospital. The student will be required to meet the cost of the Disclosure check. Where the student is a foreign national, a Disclosure Scotland Certificate must still be completed and the researcher must provide a Criminal Record Certificate from his/her home country.
- Undertaking pre-engagement checks such as
  - Confirming 3 pieces of ID including at least one with photograph and one with current address
  - verification of permission to study in the UK- to be confirmed with Student Business
  - evidence of current professional registration (if required) -original documentation only
  - evidence of qualifications - original documentation only
- Emailing an Occupational Health questionnaire (if required) to the researcher (copy to OH), asking for this to be completed and forwarded directly to Occupational Health and making an appointment. *(NB not all Research Passports require OH screening)*
- Receiving and confirming the Occupational Health evidence of screening.

Faculty will confirm the above by completing Section 5 and signing the form.

An email notification will be sent to Student Business to confirm application completed and validated by the Faculty Officer. Applications will be logged on the central spreadsheet.

4. The student will take the document to Student Business in the McCance Building. They will log the application in the Research Passport database and return the application to the student.
5. The student will complete section 6 and submit the form with all supporting documents to the NHS R&D Office.
6. **Section 7** is completed by HR in the lead NHS organisation.
7. The NHS will issue the Research Passport to the researcher along with an Honorary Research Contract or Letter of Access and a confirmation email will be sent to the Faculty Officer this email will be forwarded to Student Business for their records.
8. The passport will be returned to the student along with an Honorary Research Contract or Letter of Access issued by the lead NHS organisation. The student will take the documents to Student Business who will scan the application form and Honorary Research Contract or Letter of Access into the student's record and log the information in the Student Business Research Passport Database.
9. Student Business will issue the student letter of responsibility.

Nominated Student Business contact Esther Denning ([esther.denning@strath.ac.uk](mailto:esther.denning@strath.ac.uk), Ext. 2807)

## **Data Protection at the University of Strathclyde**

### **NHS passport - students**

This statement is in addition to the University of Strathclyde Data Protection Statement for Students which can be found at: <http://www.strath.ac.uk/dataprotection/> and you should read the relevant documents carefully.

This notice should also be read in conjunction with the relevant web page on the NHS Research Passport, the application procedure documents and the NHS passport application form.

By completing the NHS passport application form, you consent to your personal information being processed by the University of Strathclyde and relevant NHS organisations for the purpose of managing the NHS passport scheme.

Your personal data will not be used for any other purpose and will only be accessible to relevant staff on a 'need to know basis'. Your personal data will not be transferred to any third parties by either the University or the NHS, except those detailed in the main University of Strathclyde Data Protection Statement for students referred to as above or with your consent. Both the University and the NHS will take appropriate security measures against loss, unlawful alteration, destruction or access to your personal data.

The Student Business department at the University of Strathclyde will keep a log detailing the progress of each student through the application process for an NHS passport and will keep this data on file once a passport is granted for an appropriate period. Student Business will retain electronic copies of documents as part of the process.

The University of Strathclyde is registered with the Information Commissioner's Office who implements the Data Protection Act 1998. All personal data on students will be processed in accordance with the provisions of the Data Protection Act 1998.

You are entitled to a copy of the personal information the University of Strathclyde and any NHS organisation holds on you. There may be a fee of £10 for this. Any requests for material held by the University of Strathclyde should be addressed to the University of Strathclyde's Data Protection Officer in the first instance at [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk).

Information Governance Unit, Strategy & Policy  
University of Strathclyde