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NHS Research Passport

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1. Introduction

Where an employee of Leeds Beckett University or visiting scholar undertakes research at another organisation, they will require written confirmation from the relevant organisation stating they can undertake the proposed work. This will be in the form of an Honorary Research Contract (HRC).

This document aims to clarify the process to be followed to obtain an NHS Research passport, which is required prior to application for an NHS HRC. The NHS Research Passport is designed to be completed by researchers who wish to carry out research in NHS organisations, on NHS premises or with NHS patients, their organs, tissue or data. The NHS Research Passport (RP) scheme enables NHS Trusts to have confidence that checks for an honorary researcher are in line with NHS employment check standards.

It should be noted that all research studies need to go through Ethical and Trust approval processes in the usual way. In addition, Leeds Beckett University has a [Code of Good Practice for Research](#) and policies and guidance on [research ethics](#).

2. The NHS Research Passport Scheme

The NHS Research Passport Scheme has three primary purposes:

- It provides clear guidance on the situations in which an Honorary Research Contract (HRC) is required.
- It provides a streamlined approach for researchers, enabling them to obtain the appropriate permissions from multiple NHS organisations where their research work may be across a number of NHS organisations.
- It reduces duplication of pre-engagement checks, and ensures that the level of checks undertaken are determined by the nature of the research and are undertaken to comply with standards set by NHS Employers.

3. Who needs to complete the Research Passport?

It is important to contact the lead NHS organisation where you wish to initially complete your research and apply for your HRC. They will need to register the project and can advise you on which information is necessary to collect for your Research Passport. More information on who needs (and does not need) an NHS Research Passport is available within the National Institute for Health Research (NIHR) [Guide to completing the Research application form](#).

4. Pre-engagement checks

The type and extent of pre-engagement checks required to undertake research within an NHS organisation varies dependent upon the nature of work being undertaken. Please refer to the NIHR [The Research Passport: Algorithm of Research Activity and Pre-Engagement Checks](#) to determine the required checks for your particular research (including level of criminal record check, if required). HR Services at our University will work with members of existing staff and newly appointed staff to complete their pre-engagement checks.

Occupational Health screening is undertaken in conjunction with an external provider. Please contact occupationalhealth@leedsbeckett.ac.uk to arrange for the relevant forms to be sent to you, if applicable. In some cases, it may be necessary to undergo additional health screening because of the nature of the environment where you are carrying out research. For example, if you are working with immune compromised individuals you may have to undergo additional screening in line with the policy of the department. **Please check with the lead NHS organisation.**

It may take some time to complete the necessary pre-engagement checks required to complete the NHS RP, therefore it is recommended that you contact HR Services (HRServicesteam@leedsbeckett.ac.uk) to initiate the pre-engagement checks as early as possible.

5. Procedure for obtaining an NHS Research Passport

Researchers should:

- a) Read the [guidance notes](#) before completing the NHS Research Passport application form.
- b) Complete sections 1, 2 and 3 of the NHS Research Passport [application form](#)
- c) Pass the application form to your line manager to complete section 4.
- d) If you are a Leeds Beckett member of research staff, email the form to Human Resources (HRServicesteam@leedsbeckett.ac.uk) who will complete section 5 once all of the appropriate pre-engagement checks have been completed. If a criminal record check is required for your research with the NHS, and the necessary check was not undertaken as part of your pre-employment checks, then HR Services will liaise with your manager to ensure the correct level of DBS check is identified. HR Services will then liaise with you to undertake the DBS check.
- e) Complete section 6 (and liaise with Occupational Health if required – see section 4 above).
- f) Take or send the completed NHS Research Passport form and attachments to the lead NHS organisation. The lead NHS organisation will validate the RP and issue an Honorary Research Contract.

For student projects where the individual is not employed by our University, the signature in section 5 should be obtained from the person who is able to give assurance of identity and qualifications. This may be your supervisor or the School office.

The National Institute for Health and Care Research offer a [study support service](#), including local support. If you have any queries on completing the NHS Research Passport Application form, please contact studysupport.crn yorkshumber@nhr.ac.uk

Where you are a member of University research staff and already hold an Honorary Research Contract from an NHS organisation which is coming up for renewal, please get in touch with Human Resources (HRServicesteam@leedsbeckett.ac.uk) if you plan to apply for an extension of the Honorary Research Contract and require information on pre-engagement checks (including criminal record check).

It is compulsory for our University employees who hold Honorary Research Contracts to notify HR of any changes to employment, health, criminal record, professional registration or any other circumstances that may impact on their suitability to continue to conduct research in the NHS.

6. Multiple research sites

Researchers should be able to use their valid NHS RP to obtain permission to undertake research in other NHS organisations, thereby preventing duplication of pre-engagement checks.

Researchers working on a project in more than one NHS organisation should provide their validated NHS RP and HRC to any other NHS organisations, and they should issue a letter to the researcher accepting the existing HRC, thereby forming a second HRC with the researcher. Until the NHS RP has been received the researcher must not undertake any research in a NHS organisation.

7. Honorary Contracts for Visiting Researchers (not employed by Leeds Beckett University)

Visiting researchers should have authorisation from an NHS organisation prior to conducting any research or clinical work which may be associated with work they are undertaking as a visiting researcher at our University, following the process above.

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