

Overview of the procedure for Students obtaining an NHS Research Passport

The student is responsible for maintaining appropriate Disclosure and Barring Service (DBS) – this was previously known as CRB - and Occupational Health (OH) clearance and for letting both their Supervisor and the NHS Trust(s) know of changes that may require changes to the Research Passport (abbreviated here to 'RP'). **The Supervisor is responsible for** helping the student get through the Research Passport process.

In consultation with the Supervisor, the student decides if the health care research project requires an RP and consults the *Student Pre-Engagement Check Form* in order to decide the duties involved and, therefore, what level of clearance is required in order to conduct the research – for example, whether a DBS check and/or an OH check is required. Guidance on who needs an RP, the *Student Pre-Engagement Check Form*, the *NHS RP Application Form*, and *NHS R&D contacts* are at: <https://www.sheffield.ac.uk/rs/ethicsandintegrity/governance/passport>



Sections 1 – 4 of the form:

The student completes Sections 1 – 3 of the RP application form and a CV.



Section 5 of the form (should be completed when all relevant checks have been completed):

Question 8 concerns DBS:

Your Supervisor answers Question 8. However, first contact the academic department's DBS counter signatory who can advise how to answer Question 8.

For advice on DBS please send an email to dbs@sheffield.ac.uk and you will be guided through how to go through DBS and how to answer Question 8.

Question 9: Normally the academic department's PGR Secretary or Administrator answers Question 9 (your Supervisor should know who this is). If an Occupational Health (OH) check is needed the lead NHS Trust's OH Service will process this in return for receiving payment from the academic department. Please provide the lead NHS Trust's R&D Department with the name and address of who to invoice for the OH check (your academic department can provide this).

If you are undertaking research in the Sheffield Teaching Hospitals NHS Trust and require an OH check please contact the STH Occupational Health Service on 0114 271 4737.



Section 6:

The student completes Section 6 of the RP Application Form.

AFTER SECTIONS 1 – 6 HAVE BEEN COMPLETED PLEASE SEND THE COMPLETED FORM + CV + (IF APPLICABLE) YOUR DBS DECLARATION AND/OR OH CLEARANCE TO THE TRUST'S R&D DEPARTMENT.



Sections 7 – 8 are completed by the NHS Trust:

The NHS Trust confirms that the RP is valid and returns the original documents to the student.

The NHS Trust then issues a Letter of Access (or an Honorary Research Contract) to the student.