

## **NHS Research Passports for PGR students**

Students doing research within NHS trusts, or with NHS patient groups may be required to apply for a Research Passport.

Whilst Staff applications are dealt with by HR, student applications require input from PGR administrators.

If students are working with NHS patients or within trusts, they should first contact the HR dept at that trust to see if they require an honorary contract, or a Research Passport.

The trust issue honorary contracts, so we only need to take action for Research Passports.

The student can find the form by searching online for NHS RESEARCH PASSPORT. The current version of the form is version 4.

As soon as possible, the student should contact the following people to start the process of DBS (Disclosure Barring Service - formerly CRB) and Occupational Health clearance, as DBS in particular can take several weeks to be completed.

- [rg.dbsteam@northumbria.ac.uk](mailto:rg.dbsteam@northumbria.ac.uk)
- Occ health details to follow

Sections 1-3 of the Research Passport form should be completed by the student.

Section 4 should be completed by the PGR principal supervisor

Section 5 should be completed by the PGR administrator, upon receipt of the following documents from the student.

- DBS Certificate
- Occupational Health 'fit slip'
- Students passport, to confirm ID and right to work in the UK
- Two character/ employment references (actual written references – can be from the supervision team)
- A CV (to cover gaps in employment)
- Evidence of current professional registrations
- Highest qualification certificate
- A current utility bill in your name (less than 6 months old) – some trusts ask for this as proof of address

The student should also check with the Trust HR department that no additional information is required, as some trusts have their own individual requirements.

All of the above should be copied and signed/ dated by the PGR admin as confirmation that we have seen them.

The student should then complete section 6 and then follow the instructions at the end of the form relating to where to send the forms next

The student should retain copies of all of the above, as this 'pack', together with a letter from the Trust is used as the actual Research Passport.

P Agnew

September 2014

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