

NHS Research Passports for Masters Students

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

Students should first contact the HR Department at that NHS Trust they are aiming to do research at to see if they require an honorary contract or a Research Passport.

If the student researcher requires an honorary contract, the relevant NHS Trust would issue this.

If the student researcher requires a Research Passport, they need to undergo pre-engagement checks and have these confirmed by the University.

As soon as possible, the student researcher should e-mail the following addresses to start the process of DBS (Disclosure Barring Service) and Occupational Health clearance*, as DBS checks in particular can take several weeks to be completed. It needs to be specified in the e-mail that the clearance is required for a Research Passport

- Occupational Health – occupationalhealth@industrial-diagnostics.com
- DBS – rg.dbsteam@northumbria.ac.uk

**these checks will incur a cost to be covered by the Research Passport applicant*

Students must complete the Research Passport Application Form available at:

<https://www.myresearchproject.org.uk/help/hlphrgoodpractice.aspx#Research-Passport>

Sections 1, 2, 3 of the Research Passport form should be completed by the **Student**.

Section 4 should be completed by the **Academic** responsible for the student.

Section 5 should be completed by **University Specialist Support Team** to confirm checks of the following documents* from the student (contact sl.studentsupport@northumbria.ac.uk) marking the message Research Passport MSc Student.

- DBS Certificate
- Occupational Health clearance
- Students passport, to confirm ID and right to work in the UK
- Two character/employment references (actual written references – can be from an Academic e.g. supervisor/Programme Leader)
- A CV (to cover gaps in employment)
- Evidence of current professional registrations
- Highest qualification certificate

**Important: The student should also check with the NHS Trust if they require any additional information, as some trusts have their own individual requirements.*

All of the documents should be copied and the copies signed and dated by University Specialist Support Staff as confirmation that the original documents have been seen.

Section 6 should then be completed by the student and the student should then send the form to the NHS Trust.

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