System Policy

Code: S: (Code)

Entity: **Fairview Health Services**

Manual: **Research Administration**

Category:	Policy
Subject:	Utilization of Non-Fairview Employed Research Staff
Purpose:	To ensure personnel not employed by Fairview who engage in research in Fairview locations or systems meet educational, occupational health, and background requirements. The requirements are based on Joint Commission guidelines, Fairview policies, and the Common Rule guidance for patient, employee, and facility risk management.
Scope:	This policy applies to all personnel not employed by or privileged to practice in Fairview who engage in research in Fairview locations or systems.
Policy:	Personnel not employed by Fairview who are engaged in research within Fairview must meet the requirements established by Fairview Human Resources for Fairview employees in similar roles. Requirements are dependent on role and level of patient contact. The research personnel must meet requirements before initiating work with Fairview locations or systems. Fairview Research Administration will provide training materials and guidance for meeting the requirements. Fairview maintains the right to remove the privilege of a research staffer or principal investigator if the required documentation is not provided or if his/her behavior violates existing policies, regulations or guidelines of Fairview.
Procedure:	1. **Responsibilities of Fairview Research Administration:** a. Receive and process Non-Fairview Employed Research Staff (NERS) applications; b. Forward Licensure verification, Department of Health and Human Services, Office of the Inspector General, General Services Administration and background study forms to

	Fairview Human Resources for completion. Human Resources will notify Fairview Research Administration if the applicant is not eligible to work within Fairview. c. Facilitate an orientation to the unit or clinic in which the applicant will be working upon approval; d. Submit requests for identification badges, security access, and Fairview electronic systems access upon approval; e. Inactivate non-approved research staffers from Fairview electronic systems and revoke security access. 2. **Responsibilities of the Research Staffer:** a. Submit a completed NERS application to Fairview Research Administration. i. Supporting documentation required is based on role and level of patient contact, but may include: a current resume, proof of relevant licensure or certification, medical record documentation of immunization status, and attestation to required training. b. Notify Fairview Research Administration of any change in licensure, certification, job duties, or job status; c. Perform patient care tasks within his/her licensed/certified scope of practice only; d. Perform research activities within the parameters of the IRB- approved research project and NERS approval; e. Complete renewal NERS requirements annually. 3. **Responsibilities of the Principal Investigator:** a. Ensure staff delegated to perform research duties meet the minimum qualifications and performance and competency requirements for their research role; b. Provide evidence of the above to Fairview Human Resources upon request; c. Supervise staff activities to ensure compliance with Fairview policies and guidelines.
External Ref:	• Joint Commission • HIPAA • 45 CFR 46 • 21 CFR 50
Internal Ref:	• Employee Exposure Categories: EOHS • Measles, Mumps, Rubella and Chicken Pox/Varicella Immunization Requirements: EOHS • Tuberculosis (TB) Surveillance Program: EOHS • Background Studies (HR) • Identification Badges • Management of Human Resources

	• Health Care Professional Licensing Requirements
Source:	System Director, Research Administration
Approved by:	Research Institutional Official
Date Effective:	6/2006
Date Revised:	5/2011; 5/2012
Date Reviewed:	5/2012