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| **Employment Status** | **HR Requirements** |
| **Student on a Clinical Placement at UHBW.** | **None. Already be covered by an over-arching Trust agreement with their place of study.** |
| **If the researcher is a Research Student (MSc, PhD) not employed by UHBW.** | **Research Passport and a Letter of Access/Honorary Research Contract.** |
| **If the researcher has a substantive contract with another NHS organisation or is a clinical academic with an honorary contract at another NHS organisation.** | **Letter of Access.** |
| **If the researcher is employed by a Higher Education Institution and does not have a substantive or honorary clinical academic contract with another NHS organisation.** | **Research Passport and**  **Honorary Research Contract (if providing direct treatment) OR**  **Letter of Access (observer-not providing treatment).** |
| **If the researcher has a Research Passport which has already been validated by another NHS organisation and they are not providing clinical care** | **Letter of Access.** |
| **Permanently based at UHBW working on multiple studies (e.g. BRU).** | **Honorary Contract (ie line manager submits an honorary e form request through HR)** |
| **External Researcher working on multiple studies.** | **Research Passport and Letter of Access/Honorary Research Contract.** |
| **HR Requirements based on type of Research Activity.** | |
| **UNIVERSITY EMPLOYEE: Direct contact with adult patients/service users (ie vulnerable adults) and providing prevention, diagnosis or treatment** | **Research Passport and Honorary Research Contract.** |
| **NHS EMPLOYEE: Direct contact with adult patients/service users (ie vulnerable adults) and providing prevention, diagnosis or treatment** | **Letter of Access.** |
| **UNIVERSITY EMPLOYEE : Direct contact with adult patients/service users (ie vulnerable adults) or children but not providing prevention, diagnosis or treatment (e.g. observer)** | **Research Passport and Letter of Access.** |
| **NHS EMPLOYEE: Direct contact with adult patients/service users (ie vulnerable adults) or children but not providing prevention, diagnosis or treatment (e.g. observer)** | **Letter of Access.** |
| **INDUSTRY EMPLOYEE: Attending the UHBW site but will not be have an impact on patient care (e.g. observing UHBW clinician performing placement of trial device in theatre)** | **Observer eForm** |
| **INDUSTRY EMPLOYEE: Attending the UHBW site and will have an impact of the patient care (e.g. assisting with the placement of a trial device in theatre)** | **Contact HR to discuss what arrangements will be required** |