



Section: 800 – Office of Research Administration

Subject: Verification of On-boarding Compliance for Research Team

I. Purpose

To establish a method of assuring that all research personnel have the appropriate privileges, prior to initiating research activities, at Jackson Health System (JHS) facilities.

II. Definitions

Privileges: Credentialing approval and competencies required to perform clinical interventions or non-clinical activities.

III. Procedure

1. At the time of study submission, a representative of the JHS Office of Research Administration (ORA) will verify the researcher's privileges in Jet Portal or with the Department of Medical Staff.
2. Research personnel that have not secured privileges at JHS facilities will be directed to the Department of Medical Staff or Human Resources Compliance to complete the privileging process.
3. Once privileges have been confirmed by the JHS ORA, the research personnel will be able to perform research activities.
 - a. Physicians, Fellows, Residents, Medical Students
 - i. Verify that personnel are Institutional Review Board (IRB) approved.
 - ii. Verify with Department of Medical Staff or by reviewing Jet Portal.
 - iii. Verify with Graduate Medical Education.
 - b. Research Nurses not employed by JHS
 - i. Verify that personnel are IRB approved.
 - ii. Verify that Human Resource Compliance has received all necessary paperwork to provide privileges.
 - iii. Verify that a job description of research activities has been issued to the JHS ORA.
 - iv. A JHS badge will be provided to the personnel once the process is complete.
 - v. Ensure that competency trainings have been completed before starting research activities.
 - c. Other research personnel not employed by JHS
 - a. Verify that personnel are IRB approved.
 - b. Verify that personnel have certifications for the needed research assessments and/or evaluations.
4. Monitoring Requirements
 - a. The JHS ORA will maintain the supporting documentation from Human Resource Compliance and job description pertaining to University of Miami (UM) Research Nurse per study.
 - b. The JHS ORA will involve different internal stakeholders to monitor if privileged personnel have only conducted research activities.

IV. References

N/A



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Responsible Party: Director, Clinical Research
Office of Research Administration

Reviewing Committee(s): JHS Policy and Procedure Committee

Authorization: CEO, Jackson Health System