**Coordinator/Administrator: Research & Innovation**

**Telephone Number: Ward 11 - Dykebar Hospital**

**E-Mail: Grahamston Road**

**Paisley PA2 7DE**

**[DD MMMM YYYY]**

Dr XX

Address XX

Dear [Dr/Mr/Mrs Researcher’s surname],

**NHS to NHS - Letter of Access for Research**

This letter should be presented to each participating organisation before you commence your research at that site.

In accepting this letter, each participating organisationconfirms your right of access to conduct research through their organisation for the purpose and on the terms and conditions set out below. This right of access commences on [**insert date**] and ends on [**insert date**] unless terminated earlier in accordance with the clauses below.

As an existing NHS employee you do not require an additional honorary research contract with the participating organisations. The organisations is satisfied that the research activities that you will undertake in the organisations are commensurate with the activities you undertake for your employer. Your employer is fully responsible for ensuring such checks as are necessary have been carried out. Your employer has confirmed in writing to this organisation that the necessary pre-engagement checks are in place in accordance with the role you plan to carry out in the organisations. Evidence of checks should be available on request to NHS Greater Glasgow and Clyde.

You have a right of access to conduct such research as confirmed in writing in the letter of permission for research from this organisation. Please note that you cannot start the research until the Principal Investigator for the research project has received a management approval letter from us giving the organisation permission to conduct the project.

You are considered to be a legal visitor to NHS Greater Glasgow and Clyde premises. You are not entitled to any form of payment or access to other benefits provided by NHS Greater Glasgow and Clyde to employees and this letter does not give rise to any other relationship between you NHS Greater Glasgow and Clyde, in particular that of an employee.

While undertaking research through NHS Greater Glasgow and Clyde, you will remain accountable to your employer but you are required to follow the reasonable instructions of your nominated manager in each organisation or those given on her/his behalf in relation to the terms of this right of access.

Where any third party claim is made, whether or not legal proceedings are issued, arising out of or in connection with your right of access, you are required to co-operate fully with any investigation by this organisation or any other in connection with any such claim and to give all such assistance as may reasonably be required regarding the conduct of any legal proceedings.

You must act in accordance with **NHS Greater Glasgow and Clyde** policies and procedures, which are available to you upon request, and the Research Governance Framework.

You are required to co-operate with **NHS Greater Glasgow and Clyde** in discharging its duties under the Health and Safety at Work etc Act 1974 and other health and safety legislation and to take reasonable care for the health and safety of yourself and others while on NHS Greater Glasgow and Clyde premises. Although you are not a contract holder, you must observe the same standards of care and propriety in dealing with patients, staff, visitors, equipment and premises as is expected of a contract holder and you must act appropriately, responsibly and professionally at all times.

If you have a physical or mental health condition or disability which may affect your research role and which might require special adjustments to your role, if you have not already done so, you must notify your employer and NHS Greater Glasgow and Clyde prior to commencing your research role at each site.

You are required to ensure that all information regarding patients or staff remains secure and *strictly confidential* at all times. You must ensure that you understand and comply with the requirements of the NHS Scotland Confidentiality Code of Practice and the Data Protection Act 2018. Furthermore you should be aware that under the Act, unauthorised disclosure of information is an offence and such disclosures may lead to prosecution.

The organisation will not indemnify you against any liability incurred as a result of any breach of confidentiality or breach of the Data Protection Act 2018. Any breach of the Data Protection Act 2018 may result in legal action against you and/or your substantive employer.

You should ensure that, where you are issued with an identity or security card, a bleep number, email or library account, keys or protective clothing, these are returned upon termination of this arrangement. Please also ensure that while on the premises you wear your ID badge at all times, or are able to prove your identity if challenged. Please note that the organisation accept no responsibility for damage to or loss of personal property.

This letter may be revoked and your right to attend the organisation terminated at any time either by giving seven days’ written notice to you or immediately without any notice if you are in breach of any of the terms or conditions described in this letter or if you commit any act that we reasonably consider to amount to serious misconduct or to be disruptive and/or prejudicial to the interests and/or business of the organisation or if you are convicted of any criminal offence. You must not undertake regulated activity if you are barred from such work. If you are barred from working with adults or children this letter of access is immediately terminated. Your employer will immediately withdraw you from undertaking this or any other regulated activity and you MUST stop undertaking any regulated activity immediately.

Your substantive employer is responsible for your conduct during this research project and may in the circumstances described above instigate disciplinary action against you.

If your circumstances change in relation to your health, criminal record, professional registration or suitability to work with adults or children, or any other aspect that may impact on your suitability to conduct research, or your role in research changes, you must inform the organisation that employs you through its normal procedures. You must also inform the nominated manager in each participating organisation.

Yours sincerely

**X**

**[R&I Co-ordinator/R&I Facilitator/Senior Research Administrator]**

Cc: **HR/line manager (person who signed off the NHS to NHS proforma)**

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