PROCEDURE FOR APPLYING FOR RESEARCH ALLIED HEALTH PROFESSIONAL
(Non-QMC Research Administrator or Research Support personnel)

Research Allied Health Professional (RAHP) status must be obtained before any non-QMC employee interacts with patients or accesses patient information at The Queen's Medical Center (QMC). For non-QMC Research Administrators, coordinators, associates, or support staff having contact with patients or access to patient information, the following information needs to be provided and verified by the Office of Research & Development (ORD) Administrative Secretary before RAHP status can be reviewed for approval. Approval will be granted only for the scope of the specific research projects or Quality Improvement Projects (QI Projects) mentioned in the application, and must be renewed on an annual basis.

1.   The following items must be **completed in full**, dated and signed: (All information must be typed or legibly printed.) E-signatures are accepted.

    1.1   Application Form for Research Allied Health Professional

    1.2   Copy of CV (resume)

    1.3   Application for Sponsorship of Research Allied Health Professional. The sponsor must be a physician with Queens privileges.

2.   Please submit the following with your application:

    2.1   TB test: A photocopy of a current (within the last 12 months) non-reactive/negative **two-step** (**a 2-step PPD involves placing and reading the TB test TWICE**) PPD documentation or 1 blood draw. If PPD is reactive, current normal chest x-ray documentation is needed.

    2.2   COVID-19 Vaccination: A photocopy of current COVID-19 Vaccination or signed waiver. Please let the ORD secretary know if have not received the vaccination but would like to.

    2.3   Influenza Vaccination: A photocopy of current (within the last 12 months) Influenza Vaccination or signed waiver. Please let the ORD secretary know if you have not received the vaccination but would like to.

    2.4   A photocopy of the sponsor's current liability insurance coverage, showing written evidence as required within the QMC Malpractice Financial Responsibility Policy. The Sponsor must be a physician with privileges at QMC. To verify, check with the Credentialing Office in Medical Staff.

    2.5   Appropriate documentation of satisfactory completion of research training and/or photocopy of the certificate for the following Collaborative Institutional Training Initiative (CITI Program) from https://www.citiprogram.org/ or other similar CITI accreditation:
    -          GCP (Good Clinical Practice), Stage 1 – Basic Course
    -          Responsible Conduct of Research Course, Stage 1 – Basic Course
    -          Group 1. Biomedical Research Investigators and Key Personnel, Stage 1 – Basic Course

    2.6   Health Insurance Portability and Accountability Act (HIPAA) Training Packet for Researchers – Read the training packet provided and sign the last page. Please submit original signatures. E-signatures are NOT accepted. The HIPAA training can also be accessed by the link: https://ord.queens.org/downloads/rirc_irb/pdf/QMC_HIPAA_Instructions.pdf

    2.7   An authenticated printout of a current Hawaii Criminal Background Check. Printouts can be obtained from the Hawaii Criminal Justice Data Center eCrim website at https://ecrim.ehawaii.gov for $15.

2.8   Applicants will only be approved for work on specified Research studies or QI Projects. List these studies/projects in the form provided and include with the application form. **Please include a detailed description in the form provided of the specific services the applicant will be providing at Queen's in support of the each research study/QI project.** If these studies involve human research subjects or access to patient information, the studies must be currently approved by The Queen's Medical Center's Research and Investigational Review Committee (RIRC) and have a current, active RA# assigned to the study (See 2.9). Please include the RA# in your list.

2.9   RIRC Request: If studies involve human research subjects or access to patient information a letter from the Principal Investigator to Research & Institutional Review Committee, c/o Rebecca Ohta, R.N., 1301 Punchbowl Street, University Tower Room 505, Honolulu, HI 96813 requesting the RAHP be added to the study protocol must be submitted. Please submit original signatures. E-signatures are NOT accepted

2.10   Hours Verification Form. E-signatures accepted

2.11   A photocopy of the RAHP's State of Hawaii license or government-issued ID.

2.12   A photocopy of the RAHP's formal education degree granted pertinent to proposed services to be rendered (if applicable).

2.13   A photocopy of the RAHP's CPR Certification (if applicable).

3.0   Modified Welina Mai Self Study packet (Study Packet): The Study Packet will be emailed to you and will include Welina Mai Self Study Guide, Acknowledgment, QHS Workforce Confidentiality Statement, and Sanction Exclusion Certification. Please review the Welina Mai Self Study Guide and submit signed copies of the Acknowledgment, QHS Workforce Confidentiality Statement and Sanction Exclusion Certification to the ORD Administrative Secretary (shchan@queens.org).

4.0   Letter of Acceptance: The letter of acceptance will be hand delivered, emailed, mailed or faxed to the RAHP

5.0   ID Badge/Door Access. The ORD will provide the RAHP with the ID Badge form and Door Access Form. The ID Badge can be picked up at Human Resources. **ALL ID BADGE AND DOOR ACCESS FORMS MUST BE SIGNED BY THE DIRECTOR OF ORD**

6.0   Corporate Compliance Training (if applicable): The Corporate Compliance training is to be completed after the RAHP has been accepted. The ORD Administrative Secretary will email the RAHP the login, password and completion deadline. A copy of the Corporate Compliance training certificate must be submitted to the ORD Administrative Secretary by fax (691-4055) or email (shchan@queens.org). If you do not complete the Corporate Compliance Training by the deadline, your RAHP privileges will be terminated.

7.0   **Annual Renewals: The following must be updated/renewed within 30 days after the expiration or due date given or your RAHP Privileges will be terminated.**

7.1   Yearly review letter/memo from your sponsor to the Director of ORD requesting continued RAHP privileges listing all current research studies or QI Projects and a detailed description of the specific services the applicant will be providing at Queen's in support of the each research study or QI Project. If these studies involve human research subjects or access to patient information, the studies must be currently approved by The Queen's Medical Center's Research and Investigational Review Committee (RIRC) and have a current, active RA# assigned to the study. See 2.9 if RAHP is not currently listed in the study protocol.

7.2   A photocopy of a non-reactive/negative 1-step PPD documentation or blood draw. If PPD is reactive, normal chest x-ray documentation. If the previous year's PPD is reactive, please contact the ORD Administrative Secretary to receive the Tuberculosis Monitoring Form

7.3   Influenza Vaccination: A photocopy of current (within the last 12 months) Influenza Vaccination

7.4   A photocopy of the sponsor's current liability insurance coverage, showing written evidence as required within the QMC Malpractice Financial Responsibility Policy.

7.5   Appropriate documentation of satisfactory completion of research training and/or photocopy of the certificate for the following Collaborative Institutional Training Initiative (CITI Program) from https://www.citiprogram.org/ or other similar accreditation:
-       GCP (Good Clinical Practice), Stage 1 – Basic Course
-       Responsible Conduct of Research Course, Stage 1 – Basic Course
-       Group 1. Biomedical Research Investigators and Key Personnel, Stage 1 – Basic Course

7.6   Hours Verification Form

7.7   ID Badge. The ORD will provide the RAHP with the ID Badge form. The ID Badge can be picked up at Human Resources. **ALL ID BADGE FORMS MUST BE SIGNED BY THE DIRECTOR OF ORD**

7.8   Corporate Compliance Training (if applicable): The ORD Administrative Secretary will email the RAHP a reminder and completion deadline. A copy of the completed Corporate Compliance training certificate must be submitted to the ORD Administrative Secretary by fax (691-4055) or email (shchan@queens.org).