# VA Northeast Ohio Healthcare System

##### Scope of Practice and Training Plan for

##### Research Team Members

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| Name | PI/Supervisor’s name |
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| ***Type of studies (check all that apply):***  Basic science (bench-top) Animal Human | |

**This Research Scope of Practice defines the parameters and functions of your duties and responsibilities. These duties and responsibilities must be consistent with the occupational category under which you are hired (appointed by HRM to the position) and allowed by your license, registration or certification, consistent with your qualifications (education and training) and must be agreed upon by your immediate supervisor and the ACOS/R&D. When working on more than one research study, only one approved Scope of Practice is required as long as it covers all research duties performed.**

NOTE: Reference to Required Training can be found in Appendix A

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| **General Information** |

**General Duties**:

Is the employee a licensed professional?  **Yes  No**

Type of license:

Has the employee been vetted through VetPro?  **Yes  No**

Processes/ships specimens, chemicals, and other hazardous material Required Training: (see A.)

**Yes  No**

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| **If Basic Science checked complete this section:** Required Training: (see B.) |

**Designs experiments to test scientific hypotheses  Yes  No**

**Obtains and organizes data (test results) as necessary for study**  **Yes  No**

**Maintains complete and accurate data collection**   **Yes  No**

**Knowledge of Chemical Hygiene Plan to include following information:  Yes  No**

1. All individuals at risk are adequately informed about the work in the laboratory, its risks, and what to do if an accident occurs.
2. Emergency and Personal Protection Training: Every laboratory worker should know the location and proper use of available protective apparel and equipment.
3. Training in the proper use of emergency equipment and procedures. Such training as well as first aid instruction should be available to and encouraged for everyone who might need it.
4. Frequency of Training: The training and education program should be a regular, continuing activity - not simply an annual presentation.
5. Literature/Consultation: Literature and consulting advice concerning chemical hygiene should be readily available to laboratory personnel, who should be encouraged to use these information resources.

**General Safety Duties**

Uses and is knowledgeable with safe operation of routine laboratory equipment, including centrifuges, fume hoods, etc.  **Yes  No**

**Using or Storing Select Agents or Toxins**  **Yes  No**

**Works with Biohazards**   **Yes  No**

**Works with rDNA**  **Yes  No**

If yes, has individual been trained in good microbiological techniques?  **Yes  No**

**Respirator use required for some duties  Yes  No**

If yes, has individual been fit-tested and trained?  **Yes  No**

If fit testing is not possible has a PAPR and training been provided? **Yes  No**

**Uses Formaldehyde:** Required Training: (see C.)  **Yes  No**

**Uses Cyanide:**  Required Training: (see D.)  **Yes  No**

**Works with Radioactive Material or Ionizing Radiation:** Required Training: (see E.)  **Yes  No**

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| **If Animal checked complete this section:** Required Training: (see F.) |

**Designs experiments to test scientific hypotheses  Yes  No**

**Participates in and/or supervises research involving laboratory animals  Yes  No**

Works with Mice:  **Yes  No**

Works with Rats:  **Yes  No**

Works with Cats:  **Yes  No**

Works with Dogs:  **Yes  No**

Works with Rabbits:  **Yes  No**

Works with Other Species. If yes, please specify:        **Yes  No**

Performs duties as described in approved ACORP without supervision  **Yes  No**

Performs duties as described in approved ACORP with supervision  **Yes  No**

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| **If Human checked complete this section:** Required Training: (see G) |

**Research Duties:**

Develops recruitment methods to be used in study  **Yes  No**

Initiates submission of regulatory documents to IRB, R&D, sponsor  **Yes  No**

Obtains and organizes data (test results) as necessary for study  **Yes  No**

Maintains complete and accurate data collection in case report forms  **Yes  No**

**Medical Record Duties:**

Accesses protected health information.  **Yes  No**

Records patient medical information in CPRS  **Yes  No**

**Required: Must be authorized to make entries in clinical record; Privileged members of medical staff; physician assistants; residents/fellows; clinical nursing personnel; medical, dental, and nursing student; social workers; pharmacists; allied health trainees; and, on rare occasions Patient Representatives, and as so designated by Service Chiefs.**

Uses VISTA/CPRS for scheduling subjects, research visits, and/or

documenting progress notes.  **Yes  No**

Initiates and/or expedites request for consultation, special tests, or studies.  **Yes  No**

**Patient Care Duties:**

Has or may have the potential to assume patient care-related duties, or

oversees the quality and safety of patient care delivered.  **Yes  No**

**If yes, the individual must be credentialed through VetPro and may not begin work until process is complete.**

Screens patients to determine study eligibility criteria by:

1. Reviewing patient medical chart/information  **Yes  No**
2. Interviewing patient.  **Yes  No**

Authorized to obtain informed consent  **Yes  No**

Performs vital signs  **Yes  No**

Performs venipuncture: Required Training: (see H.)  **Yes  No**

Collects and handles various types of human specimens  **Yes  No**

Initiates intravenous (IV) therapy/administers IV solutions/medications  **Yes  No**

**Required training: Must be credentialed and privileged RN approved by Nurse Exec**.

Provides education and instruction of study medication use, administration,

storage, side effects.  **Yes  No**

Reports adverse drug reactions to study site  **Yes  No**

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| **Miscellaneous Duties (if applicable)- free text** |

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| **PRINCIPAL INVESTIGATOR STATEMENT** |

**Scope of Practice**:

This Scope of Practice was reviewed and discussed. We certify that the employee possesses the skills to safely perform the aforementioned duties/procedures. We agree to abide by the parameters of this Scope of Practice, all-applicable hospital policies and regulations.

**We understand that the employee must not perform any procedures which constitute the practice of the profession for which they may be eligible for but did not obtain a license, registration or certification. For example, an unlicensed physician may not do any procedures that would be considered the practice of medicine (e.g., perform history and physical examination, order or alter medication prescriptions, interpret laboratory results, give medical advice, etc.)**

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Employee Signature Date

**If you are the Principal Investigator completing this form, please sign as Employee and have your Supervior/Service Chief sign below.**

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Principal Investigator/Supervisor Date

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| **OFFICE USE ONLY** |

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Associate Chief of Staff, Research Service Date

**APPENDIX A**

**General Information**

All applicable training must be completed prior to performing activities

approved in Research Scope of Practice

A. Department of Transportation Shipping Training: contact [John.Schaffer@va.gov](mailto:John.Schaffer@va.gov)

B. Research Safety training: contact [John.Schaffer@va.gov](mailto:John.Schaffer@va.gov)

C. Formaldehyde Training: contact [John.Schaffer@va.gov](mailto:John.Schaffer@va.gov)

D. Cyanide Training: contact [John.Schaffer@va.gov](mailto:John.Schaffer@va.gov)

E. Radiation Training: contact [Ronald.Leuenberger@va.gov](mailto:Ronald.Leuenberger@va.gov)

F. VA IACUC (animal) Training: [www.citiprogram.org](http://www.citiprogram.org/); contact [Karen.Day2@va.gov](mailto:Karen.Day2@va.gov)

G. Human Subject Protection Education: [www.citiprogram.org](http://www.citiprogram.org/); contact Jacqueline.Charles@va.gov

H. Venipuncture: contact [Christina.Raymond2@va.gov](mailto:Christina.Raymond2@va.gov)

Contact Information current as of February 24,2018

Contact VA Research Office VA 216-791-3800, ext 64660 for updates.