# VA Northeast Ohio Healthcare System

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

##### Research Team Members

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| Name | PI/Supervisor’s name |
|       |       |
| ***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

B. Research Safety training: contact: John.Schaffer@va.gov

C. Formaldehyde Training: contact: John.Schaffer@va.gov

D. Cyanide Training: contact: John.Schaffer@va.gov

E. Radiation Training: contact: Ronald.Leuenberger@va.gov

F. VA IACUC (animal) Training: [www.citiprogram.org](http://www.citiprogram.org/); contact 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

Contact Information current as of February 24,2018

Contact VA Research Office VA 216-791-3800, ext 4660 for updates.