

# NHS Passport Application Process for Students

Brief guidance notes are below, but please read full guidance notes.

At **least 6 weeks** before you plan to begin your research you need to:

1. Discuss with your supervisor the need for an NHS Research Passport and the application process
2. Speak to the R&D Manager at the Health Trust, if they confirm that you need a Passport ask them the following:
  - Will they accept a UWE DBS check or does the Trust require its own DBS (If you require a DBS check please contact the Graduate School [Graduateschool@uwe.ac.uk](mailto:Graduateschool@uwe.ac.uk))
  - What type of Research Passport you need i.e. 'project-specific' or 'three year'.
  - Do you need an Occupational Health check?

## **Occupational Health screening**

If you have previously completed a health self-assessment questionnaire for UWE or an NHS employer that is appropriate to the research activities to be performed, this form may be used to provide additional details to inform the occupational health assessment of the researcher by the substantive employer/place of study. Only with your consent may any confidential/clinical information be discussed with the occupational health service of NHS organisations where you wish to conduct research. The purpose of this health assessment is to ensure, so far as is possible, that you are fit for the research activities you will be undertaking in order to protect your own and others' health and safety.

3. Complete sections 1 – 3 of the UWE Research Passport form and sign the form.
4. Section 4 needs to be completed and signed by your supervisor.
5. Create a portfolio of information that should include:
  - Curriculum vitae
  - DBS check (if applicable)
  - Evidence of Occupational Health Screening

And supply the following evidence

- 2 references
  - ID with photo
  - Evidence of current professional registration (if applicable)
  - Evidence of qualifications
6. Contact [Leigh Taylor](#) to make an appointment to check your DBS and evidence for your Research Passport form. Leigh will then arrange for your form to be authorised.

7. Complete Section 6 and send all documents to the R&D Office (see guidance for full details of what to send)
8. If the Trust decides that you are not required to follow the Research Passport route you should ensure that you have confirmation of this in writing.