

CRP Registration Pilot

Briefing Note

V1.6 | June 2020

This document, initially circulated to CRN Workforce Development Leads, is being developed iteratively as the CRP register pilot progresses.

CRP Register Pilot activities will be resumed from June 2020

Briefing Note

CRP Registration Pilot

The proposal to introduce registration for Clinical Research Practitioners (CRPs) as part of the Academy for Healthcare Science (AHCS) accredited register has been reviewed and approved by the Professional Standards Authority (PSA). While fully committed to the Covid-19 response, the NIHR Clinical Research Network (CRN) will postpone recruitment of participants into piloting CRP registration processes developed thus far with the Academy for Healthcare Science (AHCS).

Registration on the NIHR CRP Register is to be achieved through the presentation of evidence by Clinical Research Practitioners against the CRP Standards of Proficiency. AHCS-NIHR verifiers will review the evidence presented and make a judgement as to whether the applicant has met the Standards and therefore can be granted eligibility to join the Register.

The AHCS-NIHR CRP Register QA Framework v1.0 summarises the governance processes for the implementation of CRP Registration and Appendix 1 sets out a high level description of requirements to register as a CRP. Linked access to all supporting documentation for the pilot of CRP registration processes is detailed at the end of this briefing note.

Who will be involved in the CRP Register Pilot?

Individuals involved in piloting CRP Register processes will include applicants, their line managers and identified AHCS-NIHR verifiers. A portfolio of evidence for registration as a CRP will be requested for submission to the AHCS, and as part of the pilot this will include:

- A personal critical narrative based on completion of reflection templates
- Documented assurance of competence and appropriate practice
- Line manager signature that confirms validity of the portfolio of evidence submitted

A small number of participants have been identified through earlier engagement and testing stages of the initiative and identification of additional participants will be needed. This is requested through CRN Workforce Development Leads in the first instance. Participants in the pilot will be asked to agree to the terms for participation, as set out in the relevant guidance for their involvement in the pilot. Guidance documents are configured for the purpose of the pilot only and may change after evaluation in response to participant feedback.

Applicants

Within the pilot, your **portfolio of evidence** to register as a CRP needs to cover:

1. **Practice Knowledge and Experience - critical narrative captured as structured reflections on:**
 - 1.1. understanding of your professional accountability and limitations;
 - 1.2. your leadership in advocacy for research and the CRP profession, and;
 - 1.3. two examples of working across professional and/or organisational boundaries

2. **Documented assurance - facts to confirm;**
 - 2.1. your competence with respect to a named organisational competency framework and alignment of this with the domains of the NIHR Integrated Workforce Framework (IWF), noting Elements at IWF Core Level (or above)
 - 2.2. your communication style, observed and noted to confirm that this is adequate and appropriate, including when taking informed consent where relevant;
 - 2.3. your practice knowledge, hours and context of your practice experience in clinical research, discussed as part of a development conversation with a statutory registered healthcare professional, and;
 - 2.4. your training in Good Clinical Practice (GCP) – Transclerate-accredited certificate, and Statutory and Mandatory Training – [Core Skills Training Frameworks](#) (either for NHS Trusts in England v1.0 or for other organisations and elsewhere in the UK v1.6)

3. **Education - facts to confirm; named education provider, qualification and subject**
 - 3.1. An undergraduate degree¹ or Level 6/7 apprenticeship from a higher education provider recognised by the appropriate regulatory body
OR
 - 3.2. Highest academic achievement from a recognized education provider, a summary of experience at an appropriate level and Curriculum Vitae²

Confirming your evidence for submission as part of the pilot

The evidence submitted must first be confirmed by the applicant's line manager and a named individual who is trained and recognised as part of the NIHR verifier cohort³.

¹ In the UK, the Higher Education Institution must be on the Office for Students list of recognised providers. Where the degree has been awarded by an overseas provider a NARIC certificate indicating comparability is required

² Where education is below undergraduate degree level and a CV is submitted together with all other evidence, this will be assessed by AHCS-NIHR verifiers for equivalence to meet the Standards of Proficiency. Additional evidence may be required. This route to registration is likely to close once registration for CRPs has been in place for 2 years.

³ Verifiers will be named health and care professionals holding a current statutory or accredited voluntary registration who are trained and recognised as part of the NIHR verifier cohort.

Line Managers

Within the pilot, line managers will be asked to:

- Review the applicant's portfolio and confirm whether the evidence is a true reflection of the applicant and their practice within clinical research;
- Follow the guidance provided as part of preparing to undertake confirmation, and;
- Complete feedback on their experience of the pilot and note their suggestions for improvements to the guidance that they have used.

Line manager feedback will be crucial in developing the guidance necessary to be provided to other line managers being asked to support applicants once the CRP register has launched.

Line managers will therefore be asked to share their experience of pilot activity so that:

- ❑ a description can be offered to both future applicants and their line managers on what to expect in preparing a portfolio of evidence to register as a CRP;
- ❑ processes for registration can be configured optimally in the live CRP register, and;
- ❑ the AHCS and NIHR can develop awareness on the degree to which employing organisations may need to be supported as early adopters.

AHCS-NIHR Verifiers

Verifiers involved in the pilot will be asked to:

- Attend one training event and one face-to-face verifiers meeting
- Consider 4 applications
- Follow the guidance provided as part of preparing to undertake verification;
- Complete feedback on their experience of the pilot and note their suggestions for improvements to the guidance that they have used.

Registration on the NIHR CRP Register is to be achieved through the presentation of evidence by Clinical Research Practitioners against the CRP Standards of Proficiency. AHCS-NIHR verifiers will review the evidence presented and make a judgement as to whether the applicant has met the Standards and therefore can be granted eligibility to join the Register.

AHCS-NIHR verifiers will firstly be advised and trained as part of a **national cohort**. The verifier role will be to ensure quality and consistency in the application process.

During pilot activity, the national cohort of verifiers will become established with agreed terms of reference. A role outline and code of conduct is available for review.

For the pilot and with the NIHR CRN, AHCS and other verifiers, individual verifiers will be asked to commit to reviewing 4 applications and to attend one face-to-face meeting and one follow-up teleconference. The period in which to conduct these activities will be agreed in due course.

Verifiers will be supported through training as part of pilot activity and on an ongoing basis once the registration process is rolled out. Individuals committing into this role will be recognised as part of the national cohort of AHCS-NIHR verifiers for the CRP register once launched.

CRP Registration Pilot Supporting Documents

The following documentation will be available to support the pilot process:

General

- [Piloting CRP registration processes infographic](#)
- [AHCS-NIHR QA Framework for CRPs v1.0](#)
- [Scope of Practice for CRPs v1.0](#)
- [Standards of Proficiency for CRPs v1.0](#)
- [UK Core Skills Training Framework v1.6](#)
- [Core Skills Training Framework \(England v1.0\)](#)
- [Skills for Health Career Framework Guidance](#)

Applicants

- Guidance for Applicants taking part in the pilot
 - Feedback Form for Applicants
- Critical narrative:
 - [Template 1.1 for Structured Reflection on Professional Accountability](#)
 - [Template 1.2 for Structured Reflection on your Leadership](#)
 - [Template 1.3 for Structured Reflection on Working Across Boundaries](#)
- Documented assurance:
 - [Template 2 for confirmation of requirements 2.1; 2.2; 2.3; 2.4](#)
 - [Template 3 for the portfolio of evidence confirmation signature](#)

Line Managers

- Guidance for confirmation by Line Managers taking part in the pilot
 - Feedback Form for Line Managers

AHCS-NIHR Verifiers

- AHCS-NIHR Verifier Role Outline and Code of Conduct
- Guidance for confirmation by AHCS-NIHR Verifiers taking part in the pilot
 - Feedback Form for AHCS-NIHR Verifiers

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