

LOUIS STOKES CLEVELAND VA MEDICAL CENTER
Medical Research Service
SOP Cover Page

Effective Date: August 1, 2007

SOP Title: Without Compensation Appointments within Medical Research Service

SOP Number: SD-003

SOP Version: .00

Author

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Department: Research Service

 _____ 8/2/07 _____
Signature Date

Approved By:

Associate Chief of Staff for Research

 _____ 8/2/2007 _____
Signature Date

LOUIS STOKES CLEVELAND DVA MEDICAL CENTER
Medical Research Service
Standard Operating Policy/Procedure (SOP)

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1. **PURPOSE:** To establish policy for the management of Without Compensation (WOC) appointment within Medical Research Service.
2. **POLICY:** Individuals who are not compensated by the VA, but are performing work on approved VA research projects at the VA and/or have access to VA Patient Information Systems and/or are completing a training/educational program (without compensation) within Medical Research Service must have a WOC Appointment.
3. **DEFINITION:**
 - a. **Approved VA Research Projects:** All research activity, regardless of funding source that is conducted by VA staff (including part-time staff), is conducted completely or partially in VA facilities, is conducted in approved off-site locations by VA staff while on official duty time, or utilizes VA resources.
4. **RESPONSIBILITIES:**
 - a. **Associate Chief of Staff for Research and Development (ACOSIR)** is responsible for ensuring that individuals involved in medical research at this facility have appropriate VA appointments. The ACOS/R will recommend or take disciplinary action against employees who fail to comply with the provisions of this policy
 - b. The **Research and Development (R&D) Committee** is responsible for reviewing all VA appointments.
 - c. **Principal investigators/supervisors** involved in medical research are responsible for ensuring that all employees under their supervision, working on approved VA research projects:
 - (1) Have appropriate VA appointments.
 - (2) Have completed required annual training.
 - (3) Have completed required credentialing process.

d. Medical Research Service Credentialing Coordinator is responsible for providing management of the documentation and processing of WOC appointees, including:

(1) Certification of appropriate security clearance.

(2) Verification of education

(3) Documentation that individuals have been checked against required exclusionary lists (Department of Health and Human Services, and FDA Debarment List).

(4) On-going verification of employee licenses not credentialed through VetPro and other qualifications.

e. WOC appointees are responsible for:

(1) Knowing and adhering to applicable statutes, regulation and policies related to conducting medical research.

(2) Completing required annual Medical Center and Medical Research Service specific training.

(3) Engaging only in research activities that have been approved as required by VA regulations and policies.

5. PROCEDURE:

a. Principal Investigators/supervisors will complete a **New Employee Information Sheet** and return this to the Research office along with a **dated copy of the appointees CV**. Supervisors will assure that appointees complete all required paperwork and training prior to performing any duties on the research project.

b. Appointee will:

(1) Attend Medical Research Service New Employee Training/Orientation.

(2) Complete items listed below and return them to the Credentialing Coordinator prior to attending New Employee Training/Orientation:

(a) **FORM OF-306** Declaration for Federal Employment.

(b) **Complete EQUIP.**

(c) **Intellectual Property Agreement**

- (d) **Form I-9 Employment Eligibility Verification**: Individuals must present formal identification noted on this form to the Credentialing Coordinator.

(3) **If applicable complete the VetPro form.** All health care professionals who claim licensure, certification, or registration as applicable to the position must be credentialed through VetPro. These individuals must complete the VetPro form and on-line personal history information. These individuals cannot perform any duties at the VA until this process is complete. This may take four to eight weeks.

(4) Not perform any duties related to the research project before completing WOC requirements.

c. Medical Research Service Credentialing Coordinator will:

- (1) Enter employee into Medical Research Service Employee database.
- (2) Review forms for accuracy and completeness and file as appropriate.
- (3) Ensure appointees are fingerprinted.
- (4) Generate **WOC Appointee Letter** for employees' signature.
- (5) Forward **WOC appointee letter, OF-306** and **CV** to Human Resources Management Service (HRMS) for official signature.
- (6) Maintain record of individual WOC Appointment and send out renewal requests within reasonable time frames.

d. Medical Research Service Safety Coordinator/Officer will:

- (1) Provide New Employee Training/Orientation.
- (2) Determine if additional training is required.

Upon completion of all requirements employee will be issued keys and a memo to security for ID badge and parking decal.

6. **REFERENCE:** VA Stand down documents March 2003, VA Directive 2002-075 Control of Hazardous Materials in Research Laboratories dated November 20,2002, Medical Center Policy 005-028 Without Compensation Appointments for Students/Trainees (WOC) dated November 20, 2004, VHA Directive 2006-067 Credentialing of Health Care Professionals dated December 22, 2006, Appendix A Medical Research Service New Employee Information Sheet.

7. **RESCISSION:** Medical Center Policy 151-011 Without Compensation Appointments Within Medical Service dated July 1, 2004 was rescinded. Review date for this SOP is August 1, 2010.

8. **FOLLOW UP RESPONSIBILITY:** Associate Chief of Staff for Research

Attachment

APPENDIX A

MEDICAL RESEARCH SERVICE NEW EMPLOYEE INFORMATION SHEET
To be completed by employee's supervisor PRIOR to employee starting work.

EMPLOYEE NAME _____ U.S. CITIZEN: NO YES
TITLE: MD PhD MD, PhD DVM; Other: _____

INVESTIGATOR (SUPERVISOR): _____

PAY SOURCE (if non-VA, please provide a CV):
 VA; CWRU; UH; VA Res & Education Fdn; OTHER: _____

LENGTH OF APPOINTMENT: MORE THAN 1 YEAR 6 MONTHS TO 1 YEAR LESS THAN 6 MONTHS

START DATE: _____ JOB TITLE: _____

HOURS: FULL-TIME; PART-TIME: _____ HRS/WK; INTERMITTENT: _____ HRS/WK; SUMMER/TEMP.

ROOM NUMBER WHERE EMPLOYEE CAN BE FOUND MOST FREQUENTLY: _____

WORK ADDRESS (If off-site) _____

WORK NUMBER WHERE EMPLOYEE CAN BE REACHED MOST FREQUENTLY: _____

Does the employee need to have a VA computer network account? Vista CPRS Network Outlook
If NO please provide an e-mail address to which we can send information _____

Will the employee: (please check ALL that apply)

- 1. Supervise others NO YES
- 2. Work with chemicals? NO YES
- 3. Work with/in a lab that houses radioactive materials? NO YES
- 4. Work with controlled substances (narcotics)? NO YES
- 5. Work with any biohazardous agents? NO YES
- 6. Work with formaldehyde or formaldehyde-based chemicals? NO YES
- 7. Work with animals? NO YES: SPECIES _____

Perform chronic or survival surgery NO YES Perform acute surgery NO YES

Has the employee had hands on experience with this species NO YES

- 8. Have direct contact with research subjects and/or patients? NO YES
- 9. Have contact with identifiable data or samples (i.e. blood, tissue) obtained from research subjects or patients?
 NO YES **If YES to question 8 or 9, you must provide the VA IRB Protocol # _____**

Supervisor Signature

Date

Return to: HOLLY HENRY, RESEARCH OFFICE 151(W), fax (216) 229-8509,
tel (216) 791-3800 extension 4657, room K-117, holly.henry@va.gov

revised May 2007