

## Human Subjects Credentialing Package Instruction Sheet

This packet is to be completed by Research Employees who are participating in Human Subject Contact.

You MUST provide the following documents to Jennifer Holcomb, as well as attend orientation before you may begin your research.

- Completed Scope of Practice
- Completed Education Verification
- Completed Authorization for Release of Information Form
- Completed Acknowledgement Form for Research Associates
- 3 Reference letters, templates will be provided
- Copy of Professional License (if applicable)
- Copy of the CITI Training Certificate

The instructions for completing the Scope of Practice are listed below. A sample Scope of Practice form has also been enclosed in this packet to aid with any additional questions you may have.

1. **Name**: Research Employee's full name and title.
2. **Service Line**: (i.e. Oncology, Mental Health, Cardiology, etc)
3. **Principal Investigator/ Supervisor**: Individual who is listed in the study protocol as responsible for all study activities and the immediate supervisor of the employee.
4. **Secondary Supervisor**: Co-investigator assuming responsibility for study activities and may supervise employee.
5. **Routine Duties**: Duties/ procedures employee is authorized to perform.
6. **Requested Column**: This column should be initialed by the employee to verify understanding and willingness to perform procedure
7. **Granted Column**: This column should be initialed by the PI, if the procedure is to be performed by the employee.
8. **Not Granted Column**: This column should be initialed by the PI, if the procedure is not to be performed by the employee.
9. **Miscellaneous Procedures/ Duties**: PI/ Supervisor should disclose any additional duties/ procedures to be performed by the employee, not previously listed.
10. **PI Statement**: Enter Employee's name and date.
11. **Signature Blocks**: PI, Secondary Supervisor (if applicable), and the employee should sign and date where indicated. Additional signatures will be obtained by Research Administration.