

ATLANTA VA RESEARCH SCOPE OF PRACTICE

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 and allowed by your license, registration, or certification; consistent with your qualifications (education and skills/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 if it covers all research duties performed.

APPLICANT NAME: _____ APPLICANT E-MAIL ADDRESS: _____

Required General Information

Type(s) of projects the employee will be involved in:
(Check all that apply)

Basic Science Studies (bench-top) Animal Studies Human Studies

Is the employee a licensed medical professional? Yes No
If yes, Type of License: _____ License Number: _____

Has the employee completed VetPro within the VA? Yes No

Will the employee process and/or ship specimens, chemicals, and/or other hazardous material? Yes No

If Basic Science Studies has been checked, complete the following:

Design experiments to test scientific hypotheses: Yes No

Obtain and organize data (test results) as necessary for study: Yes No

Maintain complete and accurate data collection: Yes No

Possess knowledge of Chemical Hygiene Plan to include the following: Yes No

- a. All individuals at risk are adequately informed about the work in the laboratory, its risks, and what to do if an accident occurs.
- b. Emergency and Personal Protection Training: Every laboratory worker should know the location and proper use of available protective apparel and equipment.
- c. 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.
- d. Frequency of Training: The training and education program should be a regular, continuing activity - not simply an annual presentation.
- e. 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.

Possess knowledge of General Safety Duties Yes No

If yes, they should be able to apply knowledge in safe operation of routine laboratory equipment, including centrifuges, fume hoods, biosafety cabinets (BSCs), etc.

Use or Store Select Agents or Toxins Yes No

- Work with Biohazards** Yes No
- Work with rDNA** Yes No
 If yes, has the individual been trained in good microbiological techniques? Yes No
- Require Respirator Use for *Any* assigned duties** Yes No
 a) If yes, has the individual been fit-tested and trained? Yes No
 b) If fit testing is not possible has a PAPR and training been provided? Yes No
- Use Formaldehyde** Yes No
- Use Volatile Gas Anesthetics** Yes No
- Work with Radioactive Material or Ionizing Radiation** Yes No

If Animal Studies have been checked, complete the following:

- Design experiments to test scientific hypotheses** Yes No
- Participate in and/or supervise research involving laboratory animals** Yes No
 Indicate all possible species
- a) Mice: Yes No
- b) Rats: Yes No
- c) Rabbits: Yes No
- d) Pigs: Yes No
- e) Other species not listed: Yes No
 If yes, specify all:
- Perform duties as described in approved ACORP *without* supervision** Yes No
- Perform duties as described in approved ACORP *with* supervision** Yes No

If Human Studies has been checked, if complete the following:

- Perform Research Duties?**
- a) Develop or perform recruitment methods to be used in the study Yes No
- b) Initiate submission of regulatory documents to IRB/R&D/sponsor Yes No
- c) Obtain and organize data (test results) as necessary for the study Yes No
- d) Maintains complete and accurate data collection Yes No
- Perform Medical Record Duties?**
- a) Access protected health information Yes No
- b) Record patient medical information in CPRS Yes No
- c) Use VISTA/CPRS for documenting progress notes Yes No
- d) Initiate and/or expedite requests for consultation, special tests, or studies Yes No

Perform Patient Care Duties?

- a) Potential to assume patient care-related duties, or oversee 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 the process is complete.*
- b) Screen patients to determine study eligibility criteria by:
 - i. Reviewing patient medical chart/information Yes No
 - ii. Interviewing patient Yes No
- c) Authorized to obtain informed consent Yes No
- d) Assess and record vital signs Yes No
- e) Perform venipuncture Yes No
- f) Collect, handle, or ship various types of human specimens Yes No
**If yes, the individual must take CITI Course: Packaging and Shipping of Class 6.2 Agents*
- g) Initiate or administer intravenous (IV) therapy, IV solutions, medications, and order protocol-specific tests without PI signature Yes No
**Required training: Must be credentialed by the medical center and have an active clinical license.*
- h) Provide education and instruction on study agent/medication use, administration, storage, or side effects Yes No
- i) Record and report applicable reportable events per VA, IRB, and sponsor requirements Yes No

Miscellaneous Duties
List any additional duties not previously covered

PRINCIPAL INVESTIGATOR STATEMENT

This Scope of Practice was completed, reviewed, and discussed by the investigator/supervisor and the employee. We, the undersigned, certify that the employee possesses the skills to safely perform the duties and/or procedures. We agree to abide by the parameters of this Scope of Practice, all applicable hospital policies, rules, and regulations; and all applicable federal, state, and local policies, rules, regulations, and guidelines.

We, the undersigned, understand that the employee must not perform any procedures which constitute the practice of the profession for which they may be eligible but for which they do not hold a current or active license, registration, or certification. For example, an unlicensed physician may not do any procedures that would be considered the practice of medicine (e.g., physical examination, order or alter medication prescriptions, interpret laboratory results, give medical advice, etc.)

Employee Signature

Date

Principal Investigator/Supervisor

Date

FOR OFFICE USE ONLY

CSC Manager

Date

VMU Manager

Date

Biosafety Officer

Date

Credentialing Coordinator

Date