

CHECKLIST FOR APPLYING FOR ALLIED HEALTH PROFESSIONAL
(Non-QMC Research Administrator or Research Support personnel)

Allied Health Professional (AHP) status must be obtained before any non-QMC employee interacts with patients or accesses patient information at The Queen's Medical Center (QMC). For non-QMC Research Administrators, coordinators, associates, or support staff having contact with patients or accesses to patient information, the following information needs to be provided and verified by the Research Planning and Development Administrative Secretary before AHP status can be approved. Approval will be made after the applicant has attended the QMC modified orientation program. A brief interview with the Interim Director or Manager, Support Services of RPD will also be scheduled. Approval will be granted only for the scope of the specific research projects mentioned in the application, and must be renewed on an annual basis.

1. The following items must be completed in full, dated and signed: (All information must be typed or legibly printed.)
 - 1.1 Application Form for Allied Health Professional
 - 1.2 Copy of CV (resume)
 - 1.3 Application for Sponsorship of Allied Health Professional

 2. Please submit the following with your application:
 - 2.1 A photocopy of non-reactive **two-step** PPD documentation or if PPD is reactive, normal chest x-ray documentation.
 - 2.2 A photocopy of the sponsor's current liability insurance coverage, showing written evidence as required within the QMC Malpractice Financial Responsibility Policy.
 - 2.3 Appropriate documentation of satisfactory completion of research training. For all Research Coordinators, this means a copy of certification of Human Subject Protection knowledge, for example available from <http://cme.nci.nih.gov/> or other similar accreditation.
 - 2.4 An authenticated **ORIGINAL** printout of a current Criminal Background Check (available at Hawaii Criminal Justice Data Center, 465 S. King St, Rm. 101, cost \$15, www.hawaii.gov/hcjdc)
 - 2.5 Applicants will only be approved for work on specified Research studies. List these studies on a separate page and include with the application form. These studies must be currently approved by The Queen's Medical Center's Research and Investigational Review Committee (the IRB).
 - 2.6 A photocopy of the Allied Health Professional's formal education degree granted pertinent to proposed services to be rendered (if applicable).
 - 2.7 A photocopy of the applicant's State of Hawaii license.
 - 2.8 A photocopy of the applicant's CPR Certification (if applicable).
 - 2.9 A copy of the Corporate Compliance training certificate (completed after attending Modified Orientation), fax to 547-4055.
 - General
 - Specific (direct patient contact)

 3. Completed by the Research Planning & Development Office:
 - Schedule meeting with Interim Director or Manager, Support Services of RPD.
 - Schedule modified Orientation.
 - Letter of acceptance
-
-