

STANDARD OPERATING PROCEDURE

Staff Exiting Procedure

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SOP SUMMARY		
This SOP outlines the procedure to undertake when staff member changes role or discontinue working on a research study.		
The Trust monitors the implementation of and compliance with this policy in the following ways;		
Monitoring of implementation and compliance with this procedure will be undertaken by the Executive Medical Director, Research manager, Research lead, R&D department staff and R&D group.		
Services	Applicable	Comments
Trustwide	✓	
Essex MH&LD		
CHS		

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

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1. BACKGROUND

In order to maintain continued participant and research support for research studies it is important that anyone involved in a research study at Essex Partnership University NHS Foundation Trust (EPUT) who changes role or discontinues working on a research study follows this Standard Operating Procedure (SOP).

2. PURPOSE

This SOP outlines the procedure to undertake when staff member changes role or discontinue working on a research study.

3. APPLICABLE TO

This SOP is applicable to all staff involved in research at the Trust (EPUT).

4. PROCEDURE

4.1 Planned Staff Exit

When a member of staff plans to discontinue working on a research study because they are leaving the Research department or Trust they should complete the following tasks in an appropriate timeframe;

- Handover any research studies to a delegated individual, providing a detailed schedule of recruitment processes and follow-up of participants
- Ensure they have signed off the delegation log and that the Principal Investigator (PI) has counter-signed their exit
- Inform the R&D office so their research IT access can be disabled

When a PI is planning on leaving the Trust the PI should inform the R&D office as soon as practicable. The Research department will then liaise with the proposed new PI, trial centre and Comprehensive Research Network, as appropriate, to change the PI.

The leaving PI will ensure that anyone taking over this role has sufficient training to undertake the role and is delegated to do so. (See CLPG19 SOP 13 - Performing and Documenting Training for Research Staff)

4.2 Unplanned Staff Exit

Where a member of staff is suddenly unavailable **and** their expected unavailability is for more than three months (e.g. long term sickness, career break) the PI and R&D office may need to take urgent action to ensure the continued safety of research participants and the continued smooth running of the research study.

If it is the PI who is unexpectedly unavailable a local collaborator will temporarily take on the PIs role to ensure continued safety of the research participants, the Research department will liaise with the trial centre and CRN as appropriate to discuss long-term arrangements.

The PI will have responsibility, with support from the R&D office, to ensure that anyone taking over this lost role has sufficient training to undertake the role and is delegated to do so.

4.3 Change in roles

If a member of staff changes their role then sections 4.1 Planned Staff Exit or 4.2 Unplanned Staff Exit should be followed as appropriate.

5. SUPPORTING DOCUMENTS

CLPG19 SOP 1 - Amendments to Research Projects
CLPG19 SOP 13 - Performing and Documenting Training for Research Staff

6. REFERENCES

None

7. APPENDICES

None