Frequently Asked Questions
OCR Research Scope of Practice Policy & Form

1. What are the basic steps to follow?
   a. Read the instructions for completing all forms.
   b. Fill in the Routing Form (cover front sheet), the Research Scope of Practice for Study Personnel (RScOP) form, and, if applicable, the Delineation of Physical Assessment Tasks for Non-Licensed Personnel form.
   c. Make sure that all selected duties requiring competency verification (last column competency verification) are initialed by the PI and that all applicable signatures are obtained and dated.
   d. Submit a copy of your IATA training certificate if you are working with the transportation of biological specimens. Training can be obtained at no cost by logging into the Knowledge Center. Click on Course Catalog > Environmental Health & Safety > Safety-Shipping Infectious Substances, Clinical Specimens, and Dry Ice > LAUNCH.
   e. Provide dates you completed the Educational Requirements on page 1 of the RScOP. If you cannot remember the date you took the required courses, check your personal profiles at the UT Health Science Center Knowledge Center for dates of your completion for the HRPP module and the Conducting Clinical Research Course. The CITI website maintains records of completion of the required ethics course. In addition, the Office of the Institutional Review Board also maintains a list of Employees’ CITI completion dates.
   f. Submit forms to the applicable office:
      - The Office of Clinical Research (HSC-SA employees): send to OCRmail@uthscsa.edu, or fax to (210) 567-8550.
      - The Office of Research and Development at STVHCS (VA employees).
      - UHS Research Department (UHS).

2. To which HSC-SA Schools does this policy release apply?
   a. School of Medicine
   b. School of Nursing
   c. School of Allied Health Science
   d. Dental School

3. Do I need to submit a separate RScOP form for each investigator I work with?
   a. No. The PI signature page (page 5) of the form has an additional line that may be signed by your Supervisor, Department Chair, or Service Chief. Addendum space is provided or you may add an addendum page for additional investigator signatures.

4. Do I need to submit a separate RScOP form for each different protocol that I work with?
   a. No. The RScOP is not protocol specific. The form is intended to state the duties that you are allowed to perform in your role/practice.

5. Which PI signs and verifies if I work with more than one PI?
   a. Have your primary investigator or your departmental supervisor sign. Keep in mind that the Research Scope of Practice is not protocol specific and is submitted every three years unless duties are added or modified.

6. If my duties are modified, should I update my RScOP?
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7. Does the modified RScOP replace the previous Research Scope of Practice?
   a. Yes.

8. Does the 3-year cycle restart with the modification?
   a. Yes.

9. I just saw the new version of the Research Scope of Practice form (2013 version). I just filled one two months ago, does this mean I need to submit a new one again?
   a. No. If you have a current Research Scope of Practice that was submitted using the previous form, you do not need to resubmit with the current form until your three year cycle for renewal is reached. (e.g., if you submitted one in August 2012, you will not be due to submit another one until August 2015).

10. Is the IRB going to require that the Principal Investigator (PI) verify the RScOP?
    a. Yes. The IRB added this requirement in the “Roles and Responsibilities of the Study Staff” section of the Progress Report for Continuing Review form and plans to also require this at the initial review of a new protocol.

11. Will the HSC-SA Institutional Approvals be sequential or parallel?
    a. The HSC-SA accepts approvals from the South Texas Veterans Administration Health Care System and UHS. Employees must ensure that forms submitted to these affiliate offices are also routed to the OCR. Renewal of approval through OCR will be required every three years regardless of where the initial approval occurs. Forms submitted to OCR will be routed to the institution(s) listed on the routing form.

12. Do PIs need to complete the RScOP Form for themselves?
    a. No. The HSC-SA does not require PIs to submit a form for approval if they are members of the faculty as professors, assistant/associate professors or a licensed medical provider.

13. Why is it when I go to the main UT HSC-SA webpage and conduct a search for HOP 7.2.3, it brings up a list of old history which includes an incorrect version of HOP 7.2.3?
    a. DO NOT rely on web searches. Click on this link for the most current HOP 7.2.3
       http://www.uthscsa.edu/hop2000/

14. Where may I obtain more information?
    For information about the policy, the form, or the administration of the RScOP process contact:

       Office of Clinical Research (OCR)
       210-567-8555
       McDermott Building, Room 5.4.1
       8403 Floyd Curl Drive/MC 7761
       OCRmail@uthscsa.edu

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