

Frequently Asked Questions

OCR Research Scope of Practice Policy & Form

1. What are the basic steps to follow?

- a. Fill in the Research Scope of Practice for Study Personnel (RScOP) form, and, if applicable, the Delineation of Physical Assessment Tasks for Non-Licensed Personnel form.
- b. Make sure all selected duties requiring competency verification (last column-competency verification) are verified by the PI.
- c. Make sure all applicable signatures are obtained. Digital signatures are preferable.
- d. Review the education requirements and necessary completion certificates that may need to be attached to your form (such as IATA training).
- e. Submit forms to the Office of Clinical Research via email OCRmail@uthscsa.edu

2. To which HSC-SA Schools does this policy release apply?

- a. School of Medicine
- b. School of Nursing
- c. School of Health Professions
- d. Dental School

3. Do I need to submit a separate RScOP form for each investigator I work with?

- a. No. The signature page of the form may be signed by your Supervisor or Supervising Investigator.

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 will only be re-submitted if duties are added or modified.

6. If my duties are modified, should I update my RScOP?

- a. Yes. If your duties are modified, the policy does require that you submit an updated Research Scope of Practice form.

7. If my Supervisor or Supervising Investigator changes, should I update my RScOP?

- a. Yes. If your Supervisor changes, the policy does require that you submit an updated Research Scope of Practice form.

8. Does the modified RScOP replace the previous Research Scope of Practice?

- a. Yes.

9. Does my RScOP expire?

- a. No. However, the PI is required to verify if there have been changes to the assigned duties and approved Research Scope of Practice for any of the study staff members at the time of IRB continuing review. See [Progress Report Form](#).

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10. Am I required to submit a separate RScOP form to the affiliate institutions (e.g. VA, UHS)?

- a. No. A single form should be submitted to OCRmail@uthscsa.edu. OCR will coordinate with the affiliate institutions.

11. Do PIs need to complete the RScOP Form for themselves?

- a. Yes. If they are a Student, Resident/Fellow, Non-licensed MD, or a non-licensed professional Interacting or intervening with living individuals.

12. 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
OCRmail@uthscsa.edu
Research Administration Building, Room 3.114