UCLA SRP (199/99) Students in Clinical Research

Who needs to be processed for clearance:
- UCLA SRP (199/99) Students accessing any of the following:
  - Identifiable data or clinical data (i.e. patient information, test subject information, etc.)
  - Human Test subjects (study participants) or patients
  - Clinical areas: clinics, hospitals, patient care areas

How to be processed: The entire process takes about 1-2 weeks
1. The Clinical Research Volunteer Scope of Duties Form must be completed and signed by the PI/supervisor. The form may be submitted to Lily Zhang via email (lilyzhang@mednet.ucla.edu), fax (310)267-3670, or in person at the Volunteer Office (RRUCLA Suite B791).
2. Once approved, you will be contacted to start the process. (You must be approved on the IRB# in order for clearance to be finalized).
   a. If you are current active Direct Referral volunteer: confirmation of clearance will be emailed.
   b. If you are a current active volunteer: missing requirements will be requested and you must attend a short final session.
3. You will be responsible for immunizations, paperwork, training, and scheduling an appointment for on-boarding.
4. On-Boarding Appointment: you will submit all paperwork and show proof of their immunizations. Then, you will receive the Live Scan Forms to complete the live scan. Typically, live scans take 3-5 business days. Once cleared, you will be contacted to schedule a final session.
5. Final session: you will be oriented on policy and guidelines as well as obtain the ID Badge Application and Referral Slip.

UCLA SRP Contracts and Clearance:
- UCLA SRP Contracts must be completed and submitted to Campus before the enrollment deadline (even if the student is not cleared yet).
  - UCLA SRP Students may NOT start conducting clinical research activities until cleared through the Volunteer Office.
  - UCLA SRP Students may start conducting NON-clinical research activities if covered in their SRP contracts.
- UCLA SRP Course Ends: once the course ends, you must transition into volunteer status if you wish to continue. To transition: update your service description pertaining to a volunteer ONLY.

Please visit our website for the forms and a preview of the requirements:
https://www.uclahealth.org/volunteer/direct-referral-program

If you have any other questions, please email Lily Zhang:
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