Access to 'LEAP' for King's College London (KCL) Staff and Students Working in the King's Clinical Research Facility

Document Detail	
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Related documents	CRF-QA-SOP-1: Local Induction Procedure for King's CRF Users Capita Honorary Contract Request Form ICT 'Add New User' Form
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Date	Change details, since approval	Approved by
March 2015	1. Section 5: Update to contact details in HR due to maternity leave. 2. Section 5: Addition of information re: access to the system following the end of a CRF User's contract.	E. Giemza
October 2017	1. Change in SOP title to reflect the new KCH online training system (LEAP) 2. Updated related documents and references (Section 6.0) 3. Document Detail: addition of an 'Advisor' who assisted with the new process 4. Section 5.0: updated to reflect the new and agreed procedure	E.Giemza
February 2020	1. Updated logos	P. Goadsby

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	2. Amended to include and accept documented evidence of training from partner organisations 3. Added additional support for QA manager for administrative duties	
December 2020	1. Change to procedure in Section 5.3 2. Change to procedure in Section 5.4 3. Update logo 4. Change to author	E. Giemza

Review History		
Date	Review details	Approved by
March 2015	V1.0 reviewed by Georgia Bullock, QA Manager, and updated as per 'Change History'. Re-issued as V2.0.	E.Giemza
October 2017	Review of v2.0 conducted by Georgia Bullock, CRF Quality Assurance Manager, as per the review date. Changes made as per 'Change History' and re-issued as v3.0	E.Giemza
February 2020	Review of v3.0 and reissued as v4.0 as per change history	P. Goadsby
December 2020	Review of v4.0 conducted by Angelina Twumasi, CRF Quality Assurance Manager, before the review date due to change in procedure. Changes made as per 'Change History' and re-issued as v5.0	E. Giemza

1.0 Background

1.1 The King's Clinical Research Facility (CRF) has study team personnel working on studies within the CRF who are not employed by King's College Hospital NHS Foundation Trust (KCH). Research staff may hold substantive contracts with other King's Health Partners (KHP) organisations such as the South London and the Maudsley NHS Foundation Trust (SLaM) and King's College London (KCL). The CRF also hosts studies which are conducted by BSc, MSc and PhD students from KCL.

1.2 The NHS has several statutory/mandatory training courses which have to be completed by all NHS personnel when they commence employment and which must be updated as required. These courses include Fire Safety, Information Governance, Safeguarding Adults and Safeguarding Children. The compulsory training for each individual is dependent on their role and responsibilities within the NHS organisation.

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1.3 KCH employees complete some of this training at the Trust's Corporate Induction and some is completed online via the KCH online system known as 'LEAP' (Learning Education Appraisal Platform). SLaM also has its own system for staff to complete their mandatory training.

1.4 Staff who do not have access to NHS training (primarily staff employed by KCL and KCL students) still need to complete the training relevant to their role in order to work in the CRF. They need to be able to access the KCH online system in order to complete the required training or provide evidence of relevant training from one of the partner organisations (KHP).

2.0 Purpose

2.1 The purpose of this Standard Operating Procedure (SOP) is to describe the procedure for setting up KCL staff and students on the KCH online system (LEAP) so that they can access and complete the relevant mandatory training.

3.0 Scope

3.1 The CRF encompasses the Clinical Trials Facility (CTF), the Experimental Medicine Facility (EMF) and the Cell Therapy Unit (CTU). CRF SOPs apply to the CTF and EMF only and staff working in those areas should work to all relevant CRF SOPs. The CTU will continue to control and use its own policies and SOPs to ensure compliance with Good Manufacturing Practice (GMP).

3.2 This SOP is applicable to the CRF Quality Assurance (QA) Manager and core clinical staff who may conduct inductions for users of the CRF.

4.0 Responsibilities

4.1 The CRF QA Manager (or appropriate delegate) is responsible for assisting KCL staff and students to access the KCH training via LEAP. The requirements for this should be assessed and discussed at induction.

4.2 All KCL staff and students working in the CRF are responsible for:

- Providing the QA Manager or delegate with the information and documentation required to set up an employee account with KCH.
- Completing the relevant online training via LEAP in a timely manner, if applicable.

5.0 Procedure

5.1 The KCL staff member or student must provide the QA Manager or delegate with a copy of their King's Health Partners (KHP) Honorary Passport or a 'Letter of Supervision' for students unable to obtain a KHP Honorary Passport.

5.2 The QA Manager should then send the Capita 'Honorary Contracts Request Form' to the member of staff/student to complete and return to the QA Manager or delegate.

5.3 The completed Honorary Contract Request Form should be submitted to recruitment@kings.hrshub.co.uk , along with:

- Applicant C.V.
- Applicant referee details
- Summary of Duties
- Email confirmation from Supervising Manager / Supervisory Consultant who is assuming supervisory responsibility for this applicant is / from the appropriate Manager / Consultant
- Proof of payment (£300.00)

Medical and Dental applications only:
- Email confirmation from the Divisional Manager / Deputy Divisional Manager who is approving the Honorary Contract Request is/ from the appropriate Manager
- Email confirmation from the Clinical Director / Clinical Lead who is approving the Honorary Contract Request is / from the appropriate Manager
- Approval from Chris Palin (Executive Medical Director)

5.4 The CRF Administrator, must also request a KCH PC log-in username and password for the member of staff or student from the KCH ICT department.

5.5 Once set up, the staff member or student should log into a KCH PC and access LEAP to complete the required training.

5.6 If staff/students have any issues with accessing LEAP or any of the courses, they should be directed to the Learning and Organisational Development department who can assist.

6.0 Related documents & References

6.1 CRF-QA-SOP-1: Local Induction Procedure for CRF Users

6.2 Capita Honorary Contracts Request Form (available on Q-Pulse)

6.3 Capita e-mail address: recruitment@kings.hrshub.co.uk

6.4 LEAP: http://kweb/kwiki/LEAP

6.5 ICT forms: http://kingsdocs/Pages/ICTForms.aspx

6.6 Learning and Organisational Development department:

http://kweb/kwiki/Learning_and_Organisational_Development

7.0 Appendices

N/A

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8.0 Approval and sign off

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