\_\_\_\_\_\_ Credentialing (All research team members MUST be credentialed [Credentialing Instructions below])

 As a part of the credentialing process Medical Staff Affairs will initiate activation of:

1. Network - Eskenazi Health Active Directory Account (AD)
2. Health Stream Account

\_\_\_\_\_\_ Receive System Access Letter from Medical Staff Affairs (contains your temporary password)

\_\_\_\_\_\_ Change your Medical Staff Affairs temporary password with the instructions provided in the Systems

 Access Letter.

­\_\_\_\_\_\_ Complete Epic Training

1. Read only – Completed via HealthStream E-Learning
* When complete, email Research Training at: researchtraining@eskenazihealth.edu
1. Write Access – In person [Webex] training session, sessions held one time per month.
* Needed to create and Epic Research Study Record
* Schedule training session in HealthStream.
* If you show up for a session without registering in HealthStream, you will be turned away and ask to register for an upcoming session.
* You will need your network log-in and password for this session.
* Be sure you are able to log into the system prior to your scheduled session.
* If you have problems logging in, please contact the Eskenazi Health Help desk at: 317.880.7800.
* For questions related to Epic training please contact Research Training at researchtraining@eskenazihealth.edu

\_\_\_\_\_\_ Log in to Epic and change Epic password

\_\_\_\_\_\_ Verify Epic access has been activated. If Epic access has not been activated email Research Training at:

 researchtraining@eskenazihealth.edu

\_\_\_\_\_\_ NOTE: Research Studies that **MUST** have an Epic Research Study Record created in Epic

1. ALL studies that have an Informed Consent Form
2. ALL studies with a Research Billing component (any or all of the following)
* **Standard of Care/Routine Care** – Services/Procedures that are Standard of Care/Routine Care and would be done whether or not the participant is in the trial.
* **Research Specific** – Services/Procedures being done for research purposes only and will be paid for by the research sponsor, grant, etc.
* **Biospecimen** **Collection** – Tissue, Blood, Swabs, Urine etc.
1. All studies that Utilize the Research Stations on OCC3 – OCC6
2. ALL Studies with medical relevance
* Applicable patient care information that a provider would need to know (i.e., research patient presents to ER for treatment)
* Research orders entered in Epic
* Research charting in Epic

**Credentialing Instructions**

1. Managed by Eskenazi Health Medical Staff Affairs Department.
2. Research credentialing is required one time (vs. for each research study).
3. Research personnel required to be credentialed include:
	1. Research personnel who will have no patient contact and their research is limited to accessing and/or the collection of Eskenazi Health data, Private Health Information (PHI) or Personally Identifiable Information (PII) for research purposes. This includes chart reviews.
	2. Research personnel who will physically be at any Eskenazi Health site for any portion of their research project.
	3. Research personnel with patient contact for the purpose of conducting research, this includes:
		1. Recruiting subjects
		2. Research discussions such as providing study and/or informed consent information and performing the informed consent process.
		3. Administering questionnaires and/or surveys, collecting data or introducing research related educational tools.
		4. Research study interventions such as vital signs, physical assessments, investigational devices, administration of study related drugs, vaccines, or dietary supplements, and performance of a diagnostic or therapeutic procedures, including biospecimen collection (Tissue, Blood, Swabs, urine etc.).
4. Currently credentialed Medical Staff and Allied Health Staff and IU School of Medicine residents/fellows tracked by Medical Staff Affairs are not required to complete the Medical Staff Affairs research credentialing process.
5. At a minimum, the following will be required for EACH person requesting research credentialing:
	1. Research Credentialing Application
	2. Eskenazi Health Confidentiality and Information Form
	3. Eskenazi Health IRB Projects Template - This document needs to be updated when there are changes to the study team and/or to add or remove studies that study team is conducting.
6. If the applicant's Eskenazi Health research activity will require the applicant to be **PHYSICALLY ON SITE**
at any Eskenazi Health facility, the applicant **MUST** also provide:
	1. Tuberculin Skin Test Results (TB) Documentation (Required only once and must be completed within the last 6 months)
	2. Influenza Vaccination Documentation
		1. If a flu shot has not been received within the past 12 months, this requirement will be waived until the subsequent immunization season.
		2. Flu shot documentation is required on a yearly basis.

An Eskenazi Health ID badge will NOT be issued without the Medical Documentation [a, b, c, above]

1. If after the submission of the initial credentialing request(s) for an individual study, the research personnel has new credentialing requests and/or changes to the research personnel (including terminations), these requests and/or changes should be emailed to Eskenazi Health Medical Staff Affairs at ResearchCredentialing@eskenazihealth.edu.