

**UNIVERSITY OF LEICESTER, LOUGHBOROUGH UNIVERSITY  
&  
UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST  
JOINT RESEARCH SUPPORT OFFICE  
STANDARD OPERATING PROCEDURES**

**Research Space SOP 5006  
v1.1 March 2018**

**Research Space Orientation**

**PGC Registration: C17/2018**

**OFFICE BASE**

Research Space  
Level 0, Balmoral Building  
Leicester Royal Infirmary  
Infirmary Close  
Leicester LE1 5WW

## 1. Background

It is important that all staff working in Research Space are aware of the need to comply with statutory clinical research legislation and local policies and procedures. They also need to be familiar with the security arrangements, equipment and facilities within the unit. To achieve this, all new users are expected to undertake an orientation visit to Research Space.

## 2. Purpose

The purpose of this Policy is to outline the orientation process and to detail the records required when training users in relevant Research Space systems and procedures.

## 3. Scope

This Policy applies to all staff who use Research Space. It covers an orientation to the facilities, equipment, and security arrangements within Research Space.

This Policy does not include day visitors to Research Space, who will only receive a general safety orientation which will not be documented.

## 4. Responsibilities

The new user is responsible for:

- undergoing a Research Space orientation and signing the checklist to confirm this
- complying with all Research Space policies and procedures relevant to their role
- identifying gaps in their understanding and requesting additional information or training

The Research Space Senior Management Team (SMT) are responsible for:

- ensuring that all staff working in Research Space receive an orientation to the facilities prior to commencing work within the unit.
- ensuring compliance with this Policy.

## 5. Policy Statement

5.1. New users to Research Space can be identified in a number of ways including:

- Research Space SOP5000 - Standard Operating Procedure for Research Space Application Process
- a new member of the Adult or Children's Research teams, known to the SMT
- a new member of an external research team, identified to the SMT
- temporary staff e.g. work placement students.

5.2. Upon identification of a new user, an appropriate member of the SMT (or designee) will liaise with them to arrange a suitable date for the orientation to occur. This may occur over one or more visits, depending on staff availability.

- Each of the following areas of Research Space must be covered as part of the orientation process where relevant to the new user:
  - Adult area
  - Children's area
  - Laboratories

5.3. During the orientation visit, the relevant checklist (Appendix A) will be completed by the trainer and new user. The checklist includes any corresponding resources that should be referenced or read during or following the visit.

5.4. Any sections that are not relevant to the new user can be marked as such by the trainer.

5.5. The new user must ensure they read all relevant policies and procedures highlighted during their orientation visit before commencing any duties within Research Space.

5.6. For new members of the Adult or Children's Research teams, a copy of the orientation checklist must be retained with their training records.

**6. Related documents & References**

- All Research Space Policies and SOPs
- Research Space Policy and SOP Signature Logs

**7. Approval and sign off**

DEVELOPMENT AND APPROVAL RECORD FOR THIS DOCUMENT			
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<b>Approved by:</b>	Prof. Nigel Brunskill	<b>Signature</b>	<b>Date Approved</b>
<b>REVIEW RECORD</b>			
Date	Issue No.	Reviewed by	Description of Changes (If Any)
Mar 2018	1.1	Sally Batham, Christina Daines, Aidan Dunphy & Adam Lewszuk	Update / clarification of procedures, corrections and reformatting.
DISTRIBUTION RECORD			
Date	Name	Department	Received