

# Contingent Researcher Application

## ◆ New Children's Account

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**Children's**<sup>SM</sup>  
Healthcare of Atlanta

The Children's Research Education, Employee Health, and Human Resources (HR) Teams will assist with the onboarding of Contingent Researchers at Children's Healthcare of Atlanta. Please follow the tasks below to ensure compliance with guidelines established by Children's.

### Packet Submission (3-Weeks Prior to Start Date)

Contingent Researcher submits completed application via email to **ResearchEducation@choa.org**. Please note:

- All required information must be completed on the form to begin processing.
- Incomplete packets will be returned via email to the submitter.

### Onboarding Tasks (Once Completed Researcher Packet is Received)

- The Research Education Team routes the completed packet to Human Resources (HR) and sends a Welcome Email to the Contingent Worker with the required next steps for employee health requirements and/or background check.
- Within 30 days of Welcome Email receipt, the Contingent Worker submits documentation of the following:
  - **Background Check** (All Contingent Researchers)
  - **Employee Health** (Onsite Contingent Researchers)
    - Vaccinations:
      - Influenza (Flu): Seasonal During Flu Season
      - Hepatitis B: Series *AND* Quantitative Serological Evidence of Immunity
      - Measles, Mumps & Rubella: Series *OR* Quantitative Serological Evidence of Immunity
      - Tetanus, Diphtheria & Acellular Pertussis (Tdap)
      - Varicella: Series *OR* Quantitative Serological Evidence of Immunity
    - Drug & Cotinine Screening Test: Negative 10-panel Drug and Cotinine Test (completed no more than 30 days prior to document submission)
    - Tuberculosis (TB) Test: Quantitative Negative Blood Test *OR* Chest X-Ray if Positive/History of TB (blood test/x-ray must be completed within the past 3 months)
    - N95 Mask Fit Test: Can be completed at Children's Employee Health once all other requirements are met
- Once cleared by Children's Employee Health and HR, the Research Education team sends the Contingent Worker their Children's login credentials with instructions for completing required research trainings.
- After research training requirements are fulfilled, Contingent Worker should notify the Research Education Team of completion. At that time, Epic and/or badge access will be granted.

### Account Maintenance (Completed Annually)

Access to Children's systems must be renewed every 12 months. Approximately two weeks prior to expiration, the Research Education Team will ask the Sponsor if the account should be renewed. Account renewals can only be approved by the Sponsor. Additionally, the requirements listed below must be completed annually to maintain Children's access:

- Annual Education Assessment (AEA) Training
- Children's Research Process Training
- Proof of Flu Vaccination (if onsite)
- Completion of TB Exposure Screening Questionnaire (if onsite)

## Contingent Researcher Scope of Assignment Form (New Children's Account)

Researcher's Information	
First Name: _____	Last Name: _____
Position Title: _____	
Cell Phone: _____	SSN (Last 4 Digits): _____
Email: _____	Date of Birth: _____
Home Address: _____	

Children's Sponsor's* Information	
First Name: _____	Last Name: _____
Title: _____	Email: _____
Institution/Department: _____	
*Children's Sponsor must be a full time Children's Employee or an Emory + Children's Pediatric Institute PI with a Children's appointment.	

Researcher's Placement Information	
Start Date: _____	End Date: _____

<b>Children's Work Location(s) – select all that apply:</b>		
<input type="checkbox"/> Egleston Hospital	<input type="checkbox"/> Scottish Rite Hospital	<input type="checkbox"/> Hughes Spalding Hospital
<input type="checkbox"/> Center for Advanced Pediatrics (CAP)	<input type="checkbox"/> Meridian Mark	<input type="checkbox"/> Marcus Autism Center
<input type="checkbox"/> None – 100% Remote <sup>+</sup>	*100% Remote: Individual will not be entering or need access to <u>any</u> Children's facilities.	

<b>Research Responsibilities (include project work, specific tasks, roles, and responsibilities):</b>

<b>Research Studies – list at least one:</b>	
Study Name	Children's/Emory IRB Number:
_____	_____
_____	_____
_____	_____

Signature	
As part of the onboarding process for Contingent Researchers, a comprehensive clearance process must be completed. The requirements (see Page 1) must be submitted within 30 days of the packet submission date and all expenses are the responsibility of the Researcher.	
By signing this document, you are acknowledging your responsibility to complete this process.	
_____	_____
Children's Sponsor Signature	Date
_____	_____
Contingent Researcher Signature	Date