

## Research Scope of Practice

The VA requires all individuals working on a research team to complete a research scope of practice. The research scope of practice lists all duties that an individual is required and qualified to do during a research project. If a researcher is working on more than one project, they can consolidate all duties into one scope of practice signed by each PI.

At the Minneapolis VA Health Care System, all research personnel, including clinicians with clinical scopes of practice are required to have a research scope of practice on file with the research administration office. Research scopes of practice are required to be reviewed once a year by the PI, but only need to be updated if there have been changes in the research duties. The PI and research personnel are required to keep a copy of the scope of practice.

In order to complete a Scope of Practice for Research:

- 1) When new research personnel start on a project, submit their names to the research administration office.
- 2) Depending on their status, research personnel will receive a paper copy of the Scope of Practice with their WOC packet, or will receive an email to go to the SharePoint Scope of Practice site to digitally sign their electronic Scope of Practice (requires a PIV card).
- 3) After the research staff member signs the Scope of Practice, the PI is required to sign the form, and then it is submitted to ACOS/R for signature.
- 4) A copy of the signed Scope of Practice will be provided to the PI and the signing member.

### References:

1. [VHA Handbook 1200.05](#)
2. Research Services R&D SOP-008