SOP#: ADHR-4	**Requesting Approval for Recruiting Non-Physician Clinical Staff**
Version #: 1.2	**Next Review Date: June 2017**
Approved Date: 06/2015	**Review Interval Period: Biennial**
NCI Clinical Director Signature:	William L. Dahut -S Digitally signed by William L. Dahut -S DN: c=US, o=U.S. Government, ou=HHS, ou=NIH, ou=People, 0.9.2342.19200300.100.1.1=0010106299, cn=William L. Dahut -S Date: 2015.06.29 13:02:39 -04'00'

POLICY

All requests for non-physician personnel are comprehensive and flow through specific approval steps.

PURPOSE

The purpose of this standard operating procedure is to provide the steps to request approval for the recruiting of non-physician clinical staff.

RESOURCES

None

PROCEDURES

STEP 1: COMPLETE A REQUEST FOR RECRUITMENT OF NON-PHYSICIAN CLINICAL PERSONNEL

- The Laboratory/Branch Chief submits a recruitment request for clinical staff (including Physician Assistants, Nurse Practitioners, Protocol Support staff, Patient Care Coordinators, Patient Care Clerks, or any staff whose position description has a clinical focus or clinical activities) to the Clinical Director for concurrence prior to review by the Scientific Director for Clinical Research. For nurses, the request will be placed via the Office of Research Nursing. The request should include:
  - Proposed position duties and grade or grade equivalent
  - A justification of need (include information about the clinical workload the position will support)
  - Office space to be provided or needed
  - Proposed mechanism of hire (government or contract)
  - Proposed funding mechanism (e.g., CRADA, requesting funds from Division, etc.)
  - Identify position as new or vice
  - A list of current clinical staff supporting the branch (including nurses, nurse practitioners, physicians assistants, patient care coordinators, patient care clerks, protocol support staff, or any other staff whose position has clinical activities or a clinical focus)
- The request should be routed through normal personnel approval steps prior to submission to the Office of the Clinical Director.

STEP 2: SUBMIT COMPLETED REQUEST FOR RECRUITMENT TO THE OFFICE OF THE CLINICAL DIRECTOR

- The request should be delivered to the Office of the Clinical Director's Executive Secretary, Building 10/Room 3-2571.
- The requesting official will be contacted directly by the Office of the Clinical Director if the proposed recruitment is not recommended for approval.
- The OCD Executive Secretary will send approved requests to the Office of Scientific Director.

STEP 3: OBTAIN SCIENTIFIC DIRECTOR FOR CLINICAL RESEARCH APPROVAL

- The completed request for recruitment should be routed through normal personnel approval steps, including concurrence of the Clinical Director prior to submission to the Office of the Scientific Director for Clinical Research.
- The Scientific Director for Clinical Research will make all final decisions on clinical recruitments.
- The Scientific Director for Clinical Research will send approved and disapproved packages to the Branch Administrative Officer.