

Emory Healthcare (EHC) Research Credentialing

Prepare the following documents to upload to REDCap. Please choose Emory Healthcare as a site to qualify for credentialing. Make sure to have 100% of your documents completed before uploading to REDCap. After submission you will receive an email from Beth Botheroyd at elizabeth.botheroyd@emoryhealthcare.org. Please respond to all emails or your account will be inactivated. Credentialing has to be completed within 60 days of orientation.

- ☐ **Recent Photo ID-** Federal or state issued photo ID such as a passport or driver's license.
- ☐ **Resume/CV**
- ☐ **Professional License/Certification** (if applicable for role)
Submit web verification or copy of license/certificate with identity number and expiration. All renewal licenses must be loaded on REDCap before expiration date or account will be inactivated.
- ☐ **Evidence of Malpractice Insurance** - EU and EHC employees receive Clifton malpractice insurance automatically. To verify employment, please upload either an offer/invitation letter with an EU letterhead or an EU/EHC pay stub.
- ☐ **Current CPR certification-** American Heart Association BLS training required for direct patient contact. CPR training offered by the Office of Clinical Research (OCR), OCR@emory.edu
- ☐ **HIPAA** - Read and sign within electronic application for confidentiality and non-disclosure statement.
- ☐ **Job Description** (form not provided)- A brief, HR type job description of basic role.
Sponsor or designated supervisor and applicant must date and sign.
- ☐ **Research Informed Consent Form** (if applicable to role). *IRB number required. Sponsor or designated supervisor and application must date and sign.*
- ☐ **Immunization Records-** Immunization Clearance Form must be reviewed and signed off by Occupational Health Services and then loaded into REDCap. Exhibit D is for your information only, do not submit this document. Immunization verification for Varicella, MMR, TB (T-spot within 8 weeks of start), HEP B Titer (must be positive) and Seasonal Flu Vaccine (mandatory October-March for credentialing), is required. Active credentialed researcher coordinators must submit Flu Vaccine by Employee Health deadline each year. For more information: <https://hr.emory.edu/eu/wellness/occupational-injury-management/home-employee-health-portal.html>
- ☐ **Declaration of MD Sponsor & Selected Sites Form-** MD Sponsor must have active clinical privileges or sponsor must have authorized clinical accesses at site request. No direct patient contact in OR.
MD sponsor must sign and date.
- ☐ **Attestation of Annual Regulatory Requirements Form** – Instructions attached to your REDCap application survey. Initial each regulatory after completion. *Applicants must date and sign.*
- ☐ **EHC Clinical Authorizations and Competency Review form-** Form determines granted authorizations of skills. *Sponsor or designated supervisor & applicant must date and sign.*

- **Phlebotomy 101 Training:** Introduction to Venipuncture (required for phlebotomy).
Training will be after fully credentialed. Contact Barry Clark, Barry.Clark@emoryhealthcare.org

For more information: <https://georgiactsa.org/research/crc/phlebotomy.html>

- **Competencies** - ECG Competency / Height & Weight Competency / Vital Signs Competency - (if applicable to role) must be validated and uploaded into REDCap as part of your credentialing.

Your annual review application will require a complete submission on your one-year anniversary. If annual reviews are not completed within 30 days account will be made inactive. Your annual review link will be sent via REDCap email each year, if you do not receive the link on your one-year anniversary then please reach out to elizabeth.botheroyd@emoryhealthcare.org