Guide to Verifying Clinical Research Practitioner Applications

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How To: Guide to verifying applications.

Setting up your account

The CRP Administrator has set up your assessor basic account using the credentials you have provided such as name and email address.

You will receive an email with how to set up the rest of your account, please check your junk inbox as the email may be in there.

Once you have accessed the email link, this will take you to the portal website.

1. You will need your username (email address) and on the initial visit you will be asked to reset your password.

Change Password												
Current Password	New Password	Repeat New Password										
Current Password	New Password	Repeat New Password	CHANGE PASSWORD									

2. From there, you need to finish setting up your account (see screenshot below).

My Account			
Success Updated password successfully			0
Confidentiality form a You must agree to our confidentiali	not agreed ty form located at the bottom of this page, bef	ore you can access our system and its data.	
Change Password	New Password	Repeat New Password	
purrent Password	New Password	Repeat New Password	CHANGE PASSWORD
Account Details			
Please select	First Name	Last N	lame
Email Address			
Contact Telephone Number (+44 format)			
Telephone Number			
Sciences / Registration Are you a clinical scientist?	HCPC Registration Nu	mber Are yo	u a biomedical scientist?



Log-in guidance

- 1. Log into the system at https://assessor.ahcs.ac.uk

 t: 01455 244640 | e: information@ahcs.ac.uk
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 Documents
 About s
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 About
 Patients & Public
 The Register
 Directories
 Equivalence
 Education & Training
 Professional Bodies Council
 Fellows
 News / Events
 - 2. You will then see the applications that apply to yourself. Click on the application that you wish to access.

Assessor Portal Milly Brittain	Appl Page 1, show	ications A	Ц
Quick search	ID \$	Name \$	Application \$
Dashboard	23409	Nnebuife Oji	Clinical Research Practitioner Register
Applications —	Page 1, show	ving 1 of 1 records	
View All			
Require Attention (1)			
My Details			
My Account			

 Click on the application that you want to verifer. You then will be presented with a screen similar to the screenshot below.
 Clinical Research Practitioner Register

Pending Assessment Form You have an assessment form waiting to be sult • CRP Registration verification form - View	mitted. Form	
Overview	Overview	100%
Personal Details	Read Only	
Guidance	Please note that your Clinical Research Practitioner Register applicat	tion is now Read Only. Please contact the Administrator on crpadmin@ahcs.ac.uk if any changes are
Professional Identity		
Employer Details		0
Education and Training	Personal Details	Guidance
Portfolio	COMPLETED	COMPLETED
Good Character & Health		
Declarations		
Payment	Professional Identity	Employer Details
Monitoring Information	COMPLETED	COMPLETED
Assessors Module (Admin)	CONTRETES	
Complete Application		

3. From here, you can view the applicant's application. You can now view all of the application so you will be able to look at Documents, Career Details etc. by clicking on the options on the left-hand menu.

* - If you have any questions regarding this process, please email: <u>crpadmin@ahcs.ac.uk</u>



* - While you are in the process of verifying, if you find out that you have a conflict of interest, immediately stop verifying the application and email <u>crpadmin@ahcs.ac.uk</u> straight away. Please then, outline the conflict of interest and we will remove the application from your account. We do our best to screen conflicts of interest before providing you with the portfolio.

4. When you are ready to complete the feedback form you can access this in the Assessors Module, where you will be presented with the below feedback form to

Indicate whether the evidence submitted meets requirements and identify any areas of deficiencies and advice to the applicant on how to address the deficiencies: [for AHCS use only] 1. Professional Accountability:

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5. Once you have submitted your response. You can then view your completed form and those of other assessors by clicking on the Assessor module option again.