

# 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**

<small>Current Password</small>	<small>New Password</small>	<small>Repeat New Password</small>	
<input type="text" value="Current Password"/>	<input type="text" value="New Password"/>	<input type="text" value="Repeat New Password"/>	<b>CHANGE PASSWORD</b>

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

### My Account

**Success** ✔

Updated password successfully

**Confidentiality form not agreed**

You must agree to our confidentiality form located at the bottom of this page, before you can access our system and its data.

**Change Password**

<small>Current Password</small>	<small>New Password</small>	<small>Repeat New Password</small>	
<input type="text" value="Current Password"/>	<input type="text" value="New Password"/>	<input type="text" value="Repeat New Password"/>	<b>CHANGE PASSWORD</b>

**Account Details**

Salutation First Name Last Name

Email Address

**Contact**

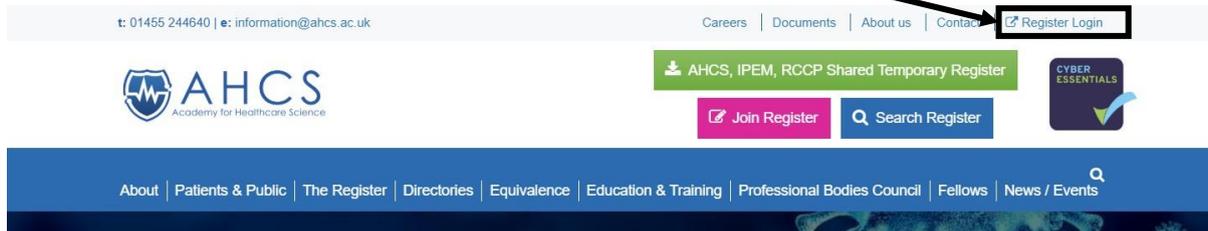
Telephone Number (+44 format)

**Sciences / Registration**

Are you a clinical scientist? HCPC Registration Number Are you a biomedical scientist?

## Log-in guidance

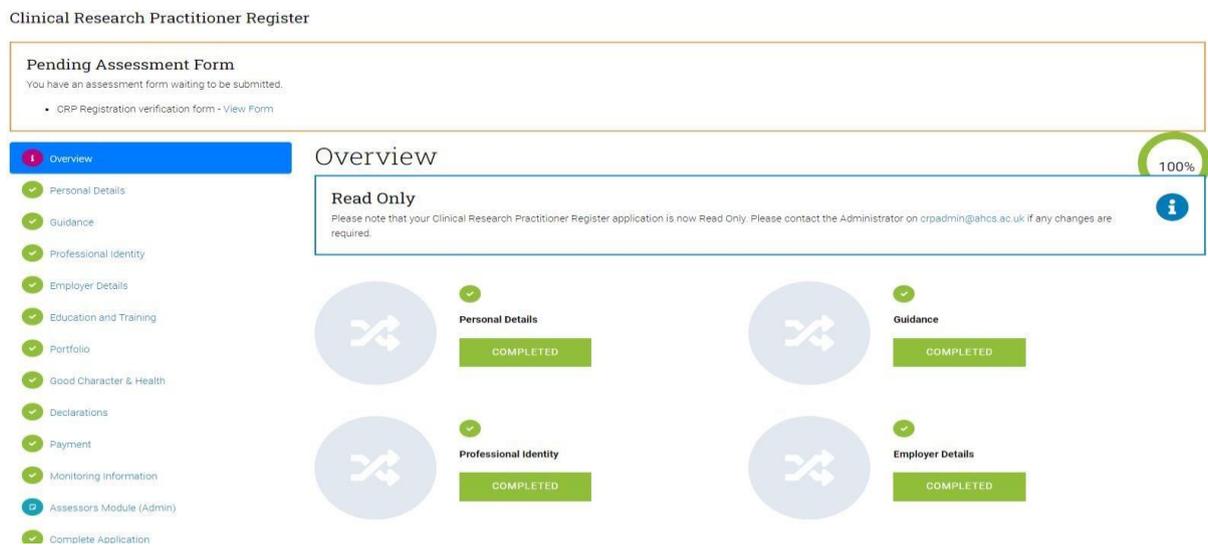
1. Log into the system at <https://assessor.ahcs.ac.uk>



2. You will then see the applications that apply to yourself. Click on the application that you wish to access.



3. Click on the application that you want to verifier. You then will be presented with a screen similar to the screenshot below.



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:**  
[crpadmin@ahcs.ac.uk](mailto:crpadmin@ahcs.ac.uk)

**\* - 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 [crpadmin@ahcs.ac.uk](mailto:crpadmin@ahcs.ac.uk) 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.**

- 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:

File	Edit	View	Insert	Format	Tools
↶	↷	Paragraph	<b>B</b>	<i>I</i>	🖌️
<div style="display: flex; justify-content: space-between;"> <span>P</span> <span>0 WORDS</span> </div>					

2. Leadership:

File	Edit	View	Insert	Format	Tools
↶	↷	Paragraph	<b>B</b>	<i>I</i>	🖌️
<div style="display: flex; justify-content: space-between;"> <span>P</span> <span>0 WORDS</span> </div>					

3. Working across boundaries?

File	Edit	View	Insert	Format	Tools
↶	↷	Paragraph	<b>B</b>	<i>I</i>	🖌️
<div style="display: flex; justify-content: space-between;"> <span>P</span> <span>0 WORDS</span> </div>					

4. Documented Assurance:

File	Edit	View	Insert	Format	Tools
↶	↷	Paragraph	<b>B</b>	<i>I</i>	🖌️
<div style="display: flex; justify-content: space-between;"> <span>P</span> <span>0 WORDS</span> </div>					

complete:

5. portfolio of evidence confirmation

File Edit View Insert Format Tools

← → Paragraph ▾ **B** *I*  ▾       ▾  ▾   *I*<sub>x</sub>

P 0 WORDS

Has the manager signed-off the evidence:

Please select ▾

Suggested comments to be sent to candidate:

Please outline any feedback to the applicant, identifying any further training/experience required.

File Edit View Insert Format Tools

← → Paragraph ▾ **B** *I*  ▾       ▾  ▾   *I*<sub>x</sub>

P 0 WORDS

Minimum time scale for the additional evidence to be submitted:

Please select ▾

Recommendation

Please select ▾

SUBMIT FORM

SAVE PROGRESS

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.