Research at Banner Facilities

For faculty and students planning to conduct research projects at Banner facilities, there are additional steps in the process that will add time to the planning, review and approval process. Below are the additional steps for research projects and for projects that involve strictly a review of medical records.
Additional information is available on the University of Arizona IRB website
https://research.arizona.edu/compliance/human-subjects-protection-program/collaborative-activities-banner-health

Pre-Planning:
Prior to submitting a proposal for funding or developing a research protocol that will include a Banner facility, contact the Systems Director of Banner Nursing Research and the Banner RN Director of Clinical Nursing Research for the facility (see contact information below).
- Include in the email key specifics about the planned project: project name, aims, overview of methods, and specific requests. This will help facilitate early protocol planning and reduce potential barriers such as access to PHI, nursing staff time, and overlap with other projects.
- The Nursing Research Director(s) will reach out on behalf of the PI to Banner unit directors, and/or other support entities within Banner with this information. This will also expedite obtaining the letters of support needed for the University of Arizona IRB submission process.

After gaining tentative support from Banner, the PI should create a letter of support.
- Send an email with the draft letter attached to the Nursing Director(s) of the specific Banner service units reminding them of your initial contacts in which they supported the project going forward. Ask them to put the letter of support on Banner Stationary, sign, and return to you.
- Keep the Director(s) aware of any delays in the letter being returned so that they can follow up on delayed responses.

Banner Research Nursing Researcher Contacts:
Systems Director of Banner Nursing Research:
Karen Johnson, PhD, RN Karen.Johnson2@bannerhealth.com
Site Specific RN Director of Clinical Nursing Research:
Angela Allen, PhD, RN angela.allen@bannerhealth.com

Obtaining IRB Approval
Prior to submitting your IRB application to the University of Arizona IRB, you must obtain approval from Banner. Submit the IRB Protocol form and supporting documents through the Research Administration Portal (RAP) to University of Arizona Health Sciences (UAHS) Research Administration https://comhub.medicine.arizona.edu/.
- UAHS Research Administration will review the forms for completeness of information.

- Information is submitted to Banner Health Research Operations for feasibility review and approval.
- Submit the University of Arizona IRB Protocol for Human Subjects Research form and supporting documents to the Alice Pasvogel, Office of Research & Scholarship (apasv@arizona.edu) for review. Review in the College of Nursing can occur while waiting for Banner approval. Banner approval must be in place before documents can be submitted to the University of Arizona IRB through the eIRB system. Once Banner feasibility approval has been obtained, complete and submit the Smart Form in eIRB.

After IRB approval:

Send the IRB approval letter, the protocol number, PI/site Co-I information to the Banner Director(s).

- Contact the unit director(s) to let them know when you are ready to begin data collection for the project. Coordinate communications to provide information and education, as appropriate, to the nursing staff prior to beginning the project.
- Plan how/when to provide ongoing or follow-up communications to share progress or results of the study with Banner units/facilities.

CERNER Training & Access

CERNER is the electronic health records (EHR) system used by Banner Health. If you will be accessing Banner Health EHR, research staff must receive training to obtain access. University of Arizona employees should complete the forms provided below and send the completed forms to their designated Clinical Research Program Director.

Complete New Employee Cerner Request Form

Complete BH Computer Access Request Form (CAR) - Research

The information you provide on your forms will be used to create your account.

You will receive two e-mails from External Enterprise Learner (EEL) Workday (one for accessing your account and one with your login). It will take about 24 hours from the time the account is created until the required modules are available; please allow appropriate time for account creation and the uploading of modules. Please note: the appropriate affiliation in your EEL account is "Research Non-Employee". This designation ensures you receive the correct training modules in your account, as follows:

- Cerner Ambulatory for Research and PowerTrials
- Cybersecurity Awareness Training
- Banner HIPAA Privacy and Security Library-Annual
- Banner Code of Conduct Acknowledgement

Upon completion of the modules, print certificates to PDF (or take snip/screenshots) and email them to your designated Clinical Research Program Director. Upon receipt of completion confirmation, the IT tickets will be submitted (vendor ID & Cerner) for access to Cerner.

When IT completes the tickets, an email containing final instructions for login will be sent to you.

Please Note: Cerner access will expire one year after it is granted. Cerner may not notify you when your access will expire so track your expiration date to prevent a lapse in access. Contact your designated Clinical Research Program Director to renew.

Banner Security Badges

If you are a University of Arizona Researcher and require access to a restricted area at Banner, fill out the Request form below and specify the exact area you need access to. Please attach your IRB approved letter and protocol with your request. When submitting your request, title the subject line of your email "Badge Request".
Email completed request form to Badge Request.
Badge request takes approximately 24 hours to process.
Level access takes approximately 48 hours to process.
Please Note: Security badge will expire after one year. Banner will not notify you when your access will expire so track your expiration date to prevent a lapse in access. Contact Badge Request to renew.

Strictly a Review of Medical Records:

Two data warehouses exist that researchers may use to obtain data:
- Banner Clinical Research Data Warehouse (CRDW)
- University of Arizona Clinical Data Warehouse (CDW)

Banner Clinical Research Data Warehouse (CRDW)

To access data from CERNER (September 19, 2017 – present date):
- Prior to submitting to the University of Arizona IRB, submit the IRB Protocol form through Research Administration Portal (RAP) to UAHS Research Administration and include the CRDW request form https://comhub.medicine.arizona.edu/.
- Once Banner Health feasibility review approval is obtained, submit the IRB Protocol for Human Subjects Research – Retrospective Data Review to the Alice Pasvogel, Office of Research & Scholarship (apasv@arizona.edu) for review. Review in the College of Nursing can occur while waiting for Banner approval. Banner approval must be in place before documents can be submitted to the University of Arizona IRB through the eIRB system.
- If the data requested is for all Banner facilities or includes Banner UA and other Banner facilities, a Data Sharing Agreement must be approved through the University of Arizona and Banner Contracts offices and Banner IRB.
- Upon receiving approval from the IRB, please forward the IRB documents to: BHHonestBrokerDataRequest@bannerhealth.com. Include a copy of the IRB approval document, the CRDW form and the IRB Protocol for Human Subjects Research – Retrospective Data Review.

UA Clinical Data Warehouse (CDW):

To access data from EPIC (November 1, 2013 - September 18, 2017):

- Submit either the IRB Protocol for Human Subjects Research – Retrospective Data Review (if obtaining identifiable data) or the IRB Protocol for Determination of Human Research (if obtaining de-identified data) to the Alice Pasvogel, Office of Research & Scholarship (apasv@arizona.edu) for review. Submit documents to the University of Arizona IRB through the eIRB system.
- Once IRB approval/determination is obtained, submit a data request to the CDW.

NOTE: If you need data from Banner Health facilities outside Tucson and data from Tucson between or overlapping November 1, 2013 and September 18, 2017, complete a CDW request for the Tucson data and submit the IRB Protocol form through Research Administration Portal (RAP) to UAHS Research Administration and include the CRDW request form for the data from Banner facilities outside Tucson https://comhub.medicine.arizona.edu/.