BRINM BIOMEDICAL RESEARCH INSTITUTE OF NEW MEXICO	INTERFACE CONTROL DIRECTIVE	
PROCEDURE FOR:	Hiring – Projects	
PROCEDURE NO.: BRINM-ICD-204	REV. NO.: 3	PAGE: 1 of 6
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1.0 SCOPE

This interface control directive (ICD) applies to all Biomedical Research Institute of New Mexico (BRINM) operations. ICDs provide instructions for all program personnel, including principal investigators (PIs) and contract personnel, needed to meet BRINM's mission, operations, and regulatory requirements. BRINM provides all of the human resources (HR) administrative roles and responsibilities for identifying and hiring new personnel to support its mission and projects, as described in this ICD..

2.0 Definitions

Accounts/Projects – These terms will be used synonymously throughout this ICD.

Collaborative IRB Training Initiative (CITI) – VA web based training program in human research subjects' protection.

Protected Health Information (PHI) – according to the US Health Insurance Portability and Accountability Act (HIPAA), is any information about health status, provision of health care, or payment for health care that can be linked to an individual. This includes any part of a patient's medical record or payment history.

3.0 PROCEDURE

This ICD describes BRINM's process for hiring project personnel. Project personnel are BRINM employees who work directly on VA Medical Center (VAMC) or VA Cooperative Studies Program (CSP) projects and who are paid from project funds.

3.1 General

The personnel process begins when a principal investigator (PI) identifies a need to use BRINM support personnel. To fulfill this need, BRINM follows a standard procedure, which continues until the hiring process is complete as shown in Figure 1.

3.2 Candidate Selection

BRINM's ED is ultimately responsible for the employment of all prospective personnel. BRINM uses the following processes for the selection of qualified candidates.

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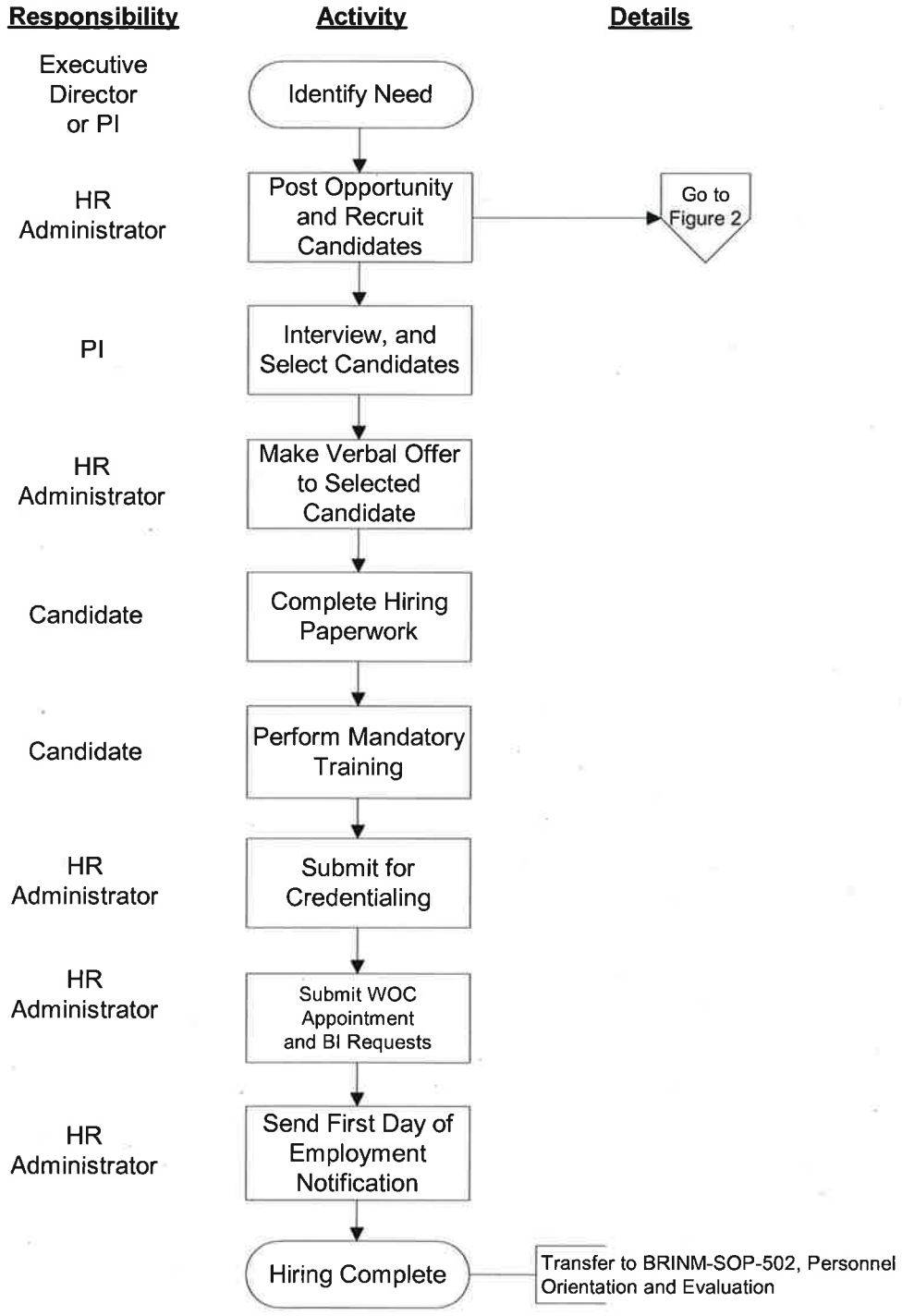

Figure 1 - Hiring Main Process

Figure 2 provides the process for recruiting, interviewing and selecting project support personnel. For each vacancy, the HR Administrator performs the following process:

1. An Employment Request Memo, including the source of funding, is verified and approved by the ED and HR Administrator
2. The ED verifies that six months of funding is available
3. The PI provides the HR administrator with the necessary position requirements, including:
   - A list of duties and responsibilities
   - Educational and experience requirements
4. The HR Administrator verifies that a Position Description is available. If not, the HR Administrator generates and submits a new Position Description and proposed salary range to the PI for concurrence
5. The HR Administrator posts the position internally for five days on the BRINM website and at the VA CSP
6. For external postings, the HR Administrator posts the position per PI direction (optional per PI discretion)
7. The HR Administrator receives, logs, and submits copies of resumes to the appropriate PI. Attached to the first set of resumes will be a cover letter including:
   - Instructions for conducting the interviews (Interview Do's and Don'ts) to ensure that the interview is held in compliance with statutory, VA, and BRINM policies
   - A list of standard BRINM benefits
   - Potential salary range

   NO ONE, other than the HR Administrator, has authority to negotiate salary, offer a position, or commit BRINM to a start date.
8. The HR Administrator receives a recommendation from the PI on a candidate for selection

3.3 Mandatory Training

Once a candidate has been selected, the HR Administrator is responsible for completing the hiring procedures. The HR Administrator makes a phone offer. Upon a candidate's initial acceptance of the position, the HR Administrator provides the candidate's contact information to the Research Office to begin the Without Compensation (WOC) process. The Research Office is responsible for the mandatory training, credentialing, WOC appointment letter and background investigation requests for processing.

3.4 Credentialing

Some project support positions require that the candidate have certain credentials in order to qualify for performing the contracted work. Prior to final approval for hire, the HR Administrator receives notice from the VAMC Research Office that the credentialing process has been completed.

3.5 Without Compensation Appointment Letter and Background Investigation

The VA requires that all BRINM personnel who directly engage in VA-approved research projects or education activities have VA with-out-compensation (WOC) appointments. It is also required that all VA personnel performing work on BRINM projects during their non-VA duty hours have WOC appointments. BRINM requests a WOC appointment through Research Services. Research Services must receive proof of completion of the mandatory training by the candidate, prior to submitting a WOC appointment request. During the credentialing verification, the candidate must be added to the PI's study(ies) and scheduled for safety training with Research Services.

Once the candidate has been approved for a WOC appointment, the VAMC HR Department issues the candidate a WOC appointment letter.

3.6 Employee Documentation

Once the credentialing verification has been successfully completed and the VA HR Department has scheduled an appointment with the candidate, the HR Administrator submits an e-mail to the selected candidate. The e-mail includes the reporting date along with guidance on information the new employee will need to bring on the first day of work for payroll and employment processing. This processing includes:

- Evidence of verification with the Department of Homeland Security (DHS) list
- Initiating direct deposit (requires a voided check or routing and account numbers provided by the employee's bank/credit union)
- Copy of the Appointment Letter with verification of the finger printing process has been completed.

The VA also requires verifying the following for non-US citizens who are hired by BRINM:

- Proof of work authorization
- DS 2019 naming BRINM as the employer
- A valid, non-expired passport
- If not on a student VISA, Federal documentation that they are eligible to work in the US
- For males only, documentation of exemption from Selective Service

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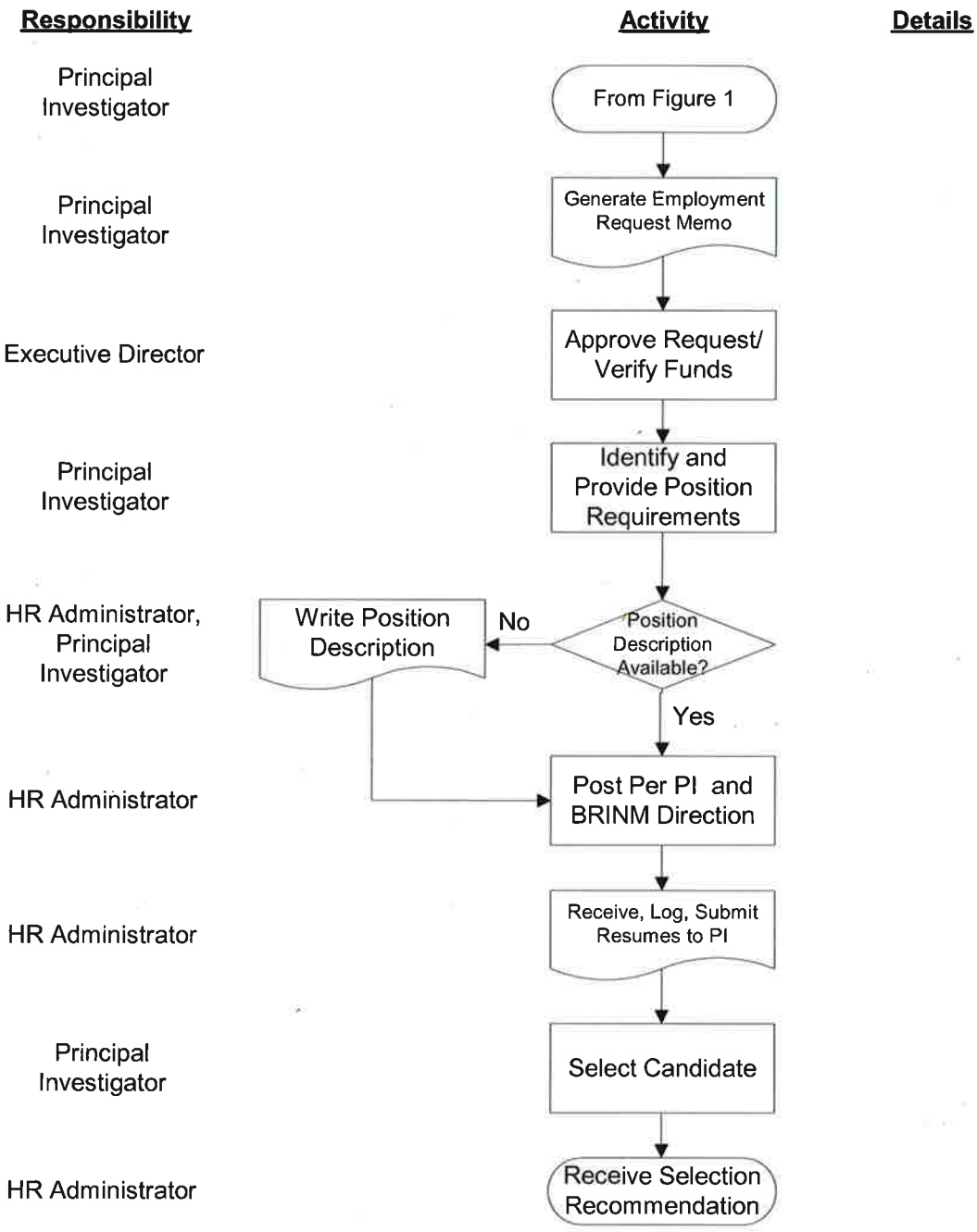

Figure 2 – Project Support Hiring Process

Upon arriving for the first day of work, the HR Administrator implements the process described in BRINM-ICD-502, Personnel Orientation and Evaluation. Prior to the start date, the candidate must:

- Have been credentialed
- Have a background check initiated
- Have an approved WOC appointment
- Have completed all mandatory training
- Have been added to the PI's study(ies)
- Have scheduled a Safety Training appointment with Research Services.

4.0 PROCESS RECORDS

Records generated provide solid data to ensure that required processes or sub-processes, as described in this ICD, have been effectively completed. The following constitute formal records for this process:

- Approved Employee Request Memo
- Employee Resume, CV, and Original WOC letter
- Completed employee information package (W-4s must be kept for three years, after three years only the most recent W-4 must be kept)

5.0 EXCEPTIONS

There are no known exceptions to this procedure.

6.0 REFERENCES

BRINM Handbook
BRINM NPC Checklist
BRINM-ICD-500, Human Resources
BRINM-ICD-502, Personnel Orientation and Evaluation
Federal Acquisition Regulations, Applicable Sections

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