

USING THE NEW AHS INTEGRATED APPLICATION PROCESS

V.1. 2022-05-06

USE THIS GUIDE FOR:

Applying to use AHS facilities or services

USE THIS GUIDE IF YOU ARE A:

PI or Coordinator on a study utilizing AHS facilities or resources

SUMMARY:

The new AHS application module is now integrated directly within IRISS and replaces the previous sharepoint form.

The application is built on SmartForm logic and pulls information directly from the ethics application to guide study-specific questions.

Key features include:

- visibility into the current state of your application
- ability to save, edit, and continue the application at any point
- automatic data sync with REB and AHS records so information is always current
- communicate directly with the AHS team through IRISS

Current State

Active

Submission Date: 7-Dec-2021
Initial effective: 25-May-2021
Initial expiry: 25-May-2022
Current effective: 12-Jan-2022
Current expiry: 25-May-2022

View Study
Printer Version
View Differences

View Lead Site Difference

Create a Modification
Request Closure
Create a Reportable Event

AHS Resources & Facilities

INITIATE THE APPLICATION

The AHS application process is triggered when you indicate you require access to AHS services or facilities **in your ethics application** (question 2.0 under Impact and Operational Approvals).

2.0 * Indicate if the study team will utilize or access facilities, programs, resources, staff, students, specimens, patients or their records, at any of the sites affiliated with the following: (select all that apply)

Alberta Health Services (AHS)

The **AHS button will appear** in your main REB workspace sidebar menu as soon as you indicate AHS resources are required within the ethics application.

Once initiated, a tab for AHS will appear in your home workspace.

History	Modifications	Renewals	AHS.Resources.&Facilities	Attachments	...
ID	Name				
REB18-1744_AHS1	AHSResource 1 for REB Certification #REB18-1744				

When can I submit the application?

Industry Sponsored Clinical Trials and pSites: when you submit the ethics application.

All other application types: when you submit the ethics application.

SAVE, EDIT, CONTINUE

There are 4 sections to the application; Operational Approvals, Data Access, Department Information, and Support Documentation.

Once operational approvals has been filled out, the application is assigned an ID number and can **saved, closed, and continued** at a later date by under the AHS Resources & Facilities Tab.

Current State

Open

Edit AHS Module

Print Version

Activities

Submit for AHS Review

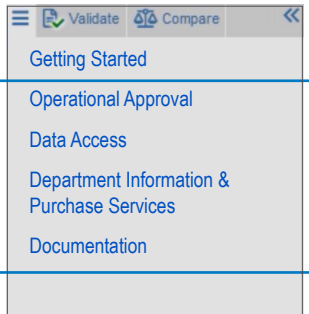
Email AHS

Admin

1.1 Is the investigational product a biologic based drug or vaccine?
 Yes No [Clear](#)

1.2 Is this study collecting human clinical specimens (tissue, cells, blood, bodily fluids, ...)
 Yes No [Clear](#)

✕ Exit
💾 Save
Continue →



SECTIONS OF THE APPLICATION

Operational Approval: request access to physical spaces and data.

Data Access: request access to data including, reusing, extraction, direct access to AHS data bases, paper charts, or help to identify.

Department Information & Purchase Services: information pertaining to where, AHS staff support, and how long you need access to AHS facilities and services

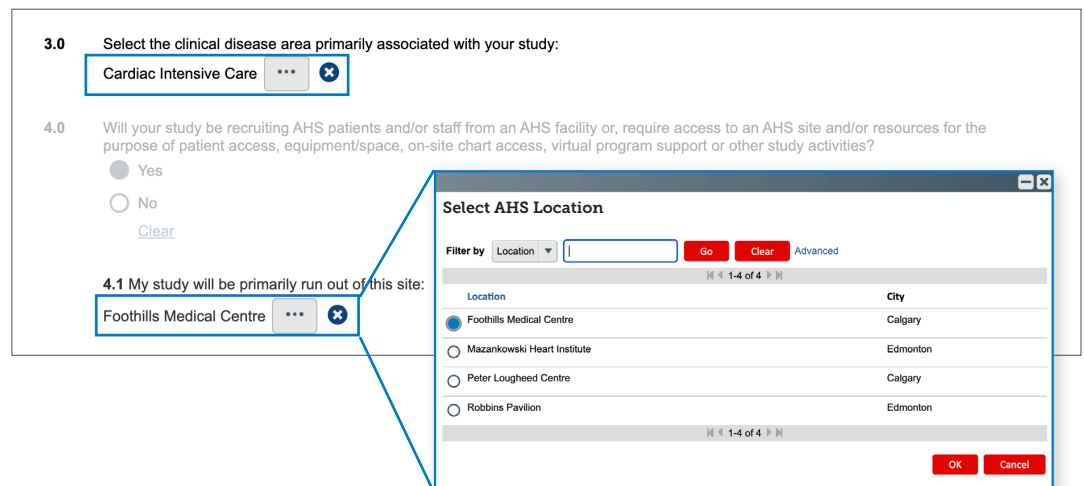
Documentation: supplementary documentation for AHS approvals NOT included in the ethics application.

IMPORTANT TO KNOW

The application has been built using SmartForm logic and AHS databases to reduce user error and inform selections available.

Drop-Down Options: only options relevant to your site requirements may be available.

Pre-Populated Responses: some sections will pre-populate based on earlier responses including team members and study-specific information.



3.0 Select the clinical disease area primarily associated with your study:
 Cardiac Intensive Care ...

4.0 Will your study be recruiting AHS patients and/or staff from an AHS facility or, require access to an AHS site and/or resources for the purpose of patient access, equipment/space, on-site chart access, virtual program support or other study activities?
 Yes
 No
[Clear](#)

4.1 My study will be primarily run out of this site:
 Foothills Medical Centre ...

Select AHS Location

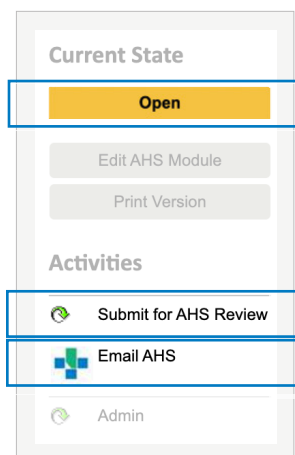
Filter by: Location [] Go Clear Advanced

Location City

<input checked="" type="radio"/> Foothills Medical Centre	Calgary
<input type="radio"/> Mazankowski Heart Institute	Edmonton
<input type="radio"/> Peter Lougheed Centre	Calgary
<input type="radio"/> Robbins Pavilion	Edmonton

OK Cancel

eg. only sites available based on the indicated clinical disease are listed



SUBMITTING YOUR APPLICATION

Once complete, you will receive email notification prompting you to submit the application.

Use the **SUBMIT FOR AHS REVIEW** button in the sidebar of the AHS Resources Tab workspace.

CURRENT STATE VISIBILITY

Once submitted, the current state of review is visible in the application workspace sidebar menu.

CONTACT AHS

If at any time you need to reach out to AHS, use the **EMAIL AHS** button.

All communication history will be listed in your AHS Resources & Facilities workspace.