

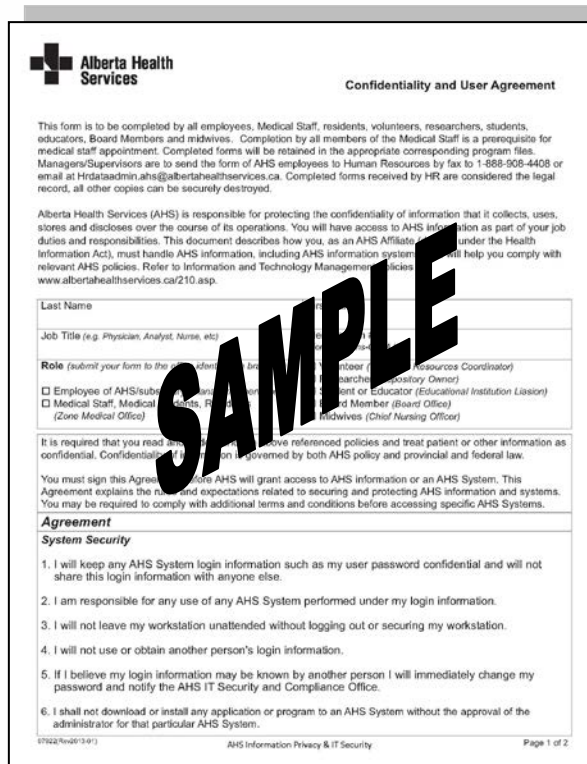
**IPITSA**

# Information Privacy and IT Security Training

*The Health Information Act requires everyone at AHS (including our staff, physicians, students, volunteers and contracted affiliates) to be responsible for protecting the confidential health and personal information of our patients, co-workers, the public, and AHS business information and to complete mandatory privacy awareness training.*

The Information Privacy and IT Security Training is available online through the external website <http://www.albertahealthservices.ca/info/Page3962.aspx>. Follow the link and instructions on the site:

1. Watch the Information & Privacy and IT Security & Awareness video.  
This awareness video highlights key messages related to both Information Privacy and IT Security & Compliance. While the message is serious, the video uses humor to demonstrate the important responsibilities you have around Information Privacy and IT Security & Compliance.
2. Complete the online learning module. (~30 minutes)  
The module assesses key messages related to both Information Privacy and IT Security & Compliance.
3. At the end of the module you will be presented with a **Confidentiality & User Agreement** which you will need to print, sign, and submit to your Clinical Department or Program with all your credentialing and application documents for verification and forwarding to the Zone Medical Affairs Office.



**Alberta Health Services** Confidentiality and User Agreement

This form is to be completed by all employees, Medical Staff, residents, volunteers, researchers, students, educators, Board Members and midwives. Completion by all members of the Medical Staff is a prerequisite for medical staff appointment. Completed forms will be retained in the appropriate corresponding program files. Managers/Supervisors are to send the form of AHS employees to Human Resources by fax to 1-888-909-4408 or email at Hrdadmin.ahs@albertahealthservices.ca. Completed forms received by HR are considered the legal record, all other copies can be securely destroyed.

Alberta Health Services (AHS) is responsible for protecting the confidentiality of information that it collects, uses, stores and discloses over the course of its operations. You will have access to AHS information as part of your job duties and responsibilities. This document describes how you, as an AHS Affiliate, under the Health Information Act, must handle AHS information, including AHS information system. It will help you comply with relevant AHS policies. Refer to Information and Technology Management policies www.albertahealthservices.ca/210.asp

Last Name \_\_\_\_\_  
 Job Title (e.g. Physician, Analyst, Nurse, etc.) \_\_\_\_\_  
 Role (submit your form to the appropriate department: Human Resources Coordinator) \_\_\_\_\_  
 Employee of AHS (submit your form to the appropriate department: Human Resources Coordinator)  
 Medical Staff, Medical Residents, Board Member (Board Office)  
 Midwives (Chief Nursing Officer)

It is required that you read and understand the above referenced policies and treat patient or other information as confidential. Confidentiality of information is governed by both AHS policy and provincial and federal law.

You must sign this Agreement before AHS will grant access to AHS information or an AHS System. This Agreement explains the rules and expectations related to securing and protecting AHS information and systems. You may be required to comply with additional terms and conditions before accessing specific AHS Systems.

**Agreement**  
**System Security**

1. I will keep any AHS System login information such as my user password confidential and will not share this login information with anyone else.
2. I am responsible for any use of any AHS System performed under my login information.
3. I will not leave my workstation unattended without logging out or securing my workstation.
4. I will not use or obtain another person's login information.
5. If I believe my login information may be known by another person I will immediately change my password and notify the AHS IT Security and Compliance Office.
6. I shall not download or install any application or program to an AHS System without the approval of the administrator for that particular AHS System.

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**Physicians may be eligible to obtain CME credit**

**Royal College of Physicians and Surgeons of Canada (RCPSC) credit categories:**  
[http://www.royalcollege.ca/portal/page/portal/rc/common/documents/moc\\_program/moc\\_insert\\_e.pdf](http://www.royalcollege.ca/portal/page/portal/rc/common/documents/moc_program/moc_insert_e.pdf)

**College of Family Physicians of Canada (CFPC) credit categories:**  
[http://www.cfpc.ca/Mainpro\\_Credit\\_Categories\\_1/](http://www.cfpc.ca/Mainpro_Credit_Categories_1/)  
 Click on M2 to reach the information specific to M2 credits. Family physicians can claim 1 credit per hour or part thereof for an M2 activity.

*For RCPSC, the training would be considered Self-learning (under Section 2). The online video would be considered scanning valued at 0.5 credits, but if a write-up is completed in Mainport as a personal learning project (including a learning objective, what was done, and how it affects practice) 2 credits may be claimed for each hour of time spent.*

If you have any questions about the messages, your responsibilities, or for additional information and training please contact:

**Information & Privacy** (email: [privacy@albertahealthservices.ca](mailto:privacy@albertahealthservices.ca) phone: 1-877-476-9874)