

AHSSC

Alberta Health Services Security Check

Under *The Protection for Persons in Care Act*, Alberta Health Services (AHS) has a legal obligation to ensure that parties engaged in the delivery of care or support services for AHS undergo both:

1. a Police Information Check, sometimes called a Police Check, Criminal Records Verification or a Criminal Records Check; and
2. a Vulnerable Sector Search, sometimes called a Violent Offenders or Sexual Offenders Search.

These are often provided on one document and you cannot commence work with AHS until the requirement is met.

Applicability:

All new clinicians (including physicians, trainees, dentists, oral surgeons, and podiatrists) must complete the AHSSC requirement prior to being granted clinical access. If you have provided an AHSSC previously, but there has been a gap of 30 days or more in your relationship with AHS, we will require a new AHSSC (e.g. returning after a previous elective rotation or locum assignment).

Requirements and Deadlines:

- The AHSSC must **not be older than 90 days** ahead of your application, offer, or letter of engagement date.
- The AHSSC should be obtained through your local police agency where you have lived for at least 6 months. Timelines vary by jurisdiction, so please apply as soon as possible (so it doesn't affect your ability to start work).
 - If you have not received your AHSSC one week prior to your commencement please let us know. Deferrals are not supported, so it may be necessary to delay your commencement.
 - Screening must include national records. Most state/county issued searches in the USA only include local records, so an FBI Criminal History Summary Check is required. → <https://www.edo.cjis.gov/#/>.
 - Canadians living abroad must provide a foreign record check, as well as, one from a Canadian jurisdiction.

NOTE: some police agencies may require fingerprinting.

Checks in languages other than English and French must be submitted with a certified translation.

- Documents are to be submitted electronically to CAL.MedicalEducationOffice@ahs.ca or CAL.MedicalStaffOffice@ahs.ca.
 - Please retain the original document as you may be required to submit it to the professional licensing college (e.g. College of Physicians & Surgeons of Alberta). As the College's requirements are governed by different legislation there may be additional documents required for your registration; for example, you may be required to submit a criminal record check from every jurisdiction you have practiced medicine in the last 10 years.

REFERENCES

Protection For Persons In Care Act <http://www.qp.alberta.ca/>

AHS Policies (<https://www.albertahealthservices.ca/about/Page210.aspx>)

AHS Delegation of Human Resources Authority Policy #1119

AHS Recruitment and Employment Practices Policy #1116

Known Jurisdictional Differences in Process

- **Calgary Police Service:** <https://policeinformationcheck.calgarypolice.ca/> → This link can be used to obtain your Security Check electronically from the Calgary Police Service. Please use "Alberta Health Services – Physicians, Dentists, Podiatrists, Residents, Fellows" for the Agency Name which will route your AHSSC directly to our office.
- **MYBackCheck.com:** If your local police agency has provided something using MyBackCheck.com, please follow-up with your police agency to obtain the original check or have the MyBackCheck stamped by your local agency.
- **Toronto Police Services (TPS):** To request a vulnerable sector search from TPS you will need a Waiver Form signed by a registered contact person for AHS. To obtain a signed Waiver Form please email a request with a copy of your government issued photo ID (e.g. driver's license) to CAL.MedicalEducationOffice@ahs.ca. We will provide you with the waiver that you will need to print on legal sized paper, complete any missing fields, sign and mail the original to Toronto Police with your money order.
- **Third party/Private Company checks:** Private companies that perform name-based checks do not have access to police databases, and therefore cannot be accepted. Please refer to the RCMP website: <http://www.rcmp-grc.gc.ca/en/criminal-record-checks>

Unclear Check Received

- If something does turn up, there is a process. Medical Affairs will contact you with further instructions.