

### ACH Research Workplan Checklist

The following checklist is designed to facilitate the development of your study's Research Workplan for review, discussion and ultimate approval by ACH Management which must include the Patient Care Manager responsible for the clinical service or area with support from the Site Manager or Site Project Manager as needed. Contacts are listed below the checklist. Items with a '☐' indicate this information needs to be brought forward to ACH Management for review.

	Question	Comments or action(s) to be taken	Status
<b>Staff working on-site at ACH</b>	Have all options for remote work been explored?	Only work that cannot be completed remotely should be conducted on-site.  ☐ Provide justification that no other contact mode is possible other than face to face. This document may assist <a href="#">F2F Challenge</a> .	Yes No NA
	Are staff aware of COVID related facility changes and expectations about accessing and moving about the building?	<a href="#">Ensure staff review return to site information</a>  Staff MUST use swipe enabled entrances near their work area.	Yes No NA
	Is there a plan to ensure physical distancing in the working area?	Visually inspect workspace (e.g. office or lab) to ensure staff can maintain 2m/6ft physical of distance.	Yes No NA
	If workspaces are shared with multiple users, is a plan agreed upon to ensure physical distancing, cleaning and a safe workspace?	Consider for all shared spaces including 4th floor, common facilities. Liaise with clinical/administrative staff as needed.  ☐ Will need to inventory all workspaces on site (both patient and non-patient) that are planned to be used to support the work. Many spaces have been repurposed over the pandemic and confirmation that all spaces are available is required.	Yes No NA
	Have all staff and students been instructed on infection control and prevention?	<a href="#">IP&amp;C guidance</a>	Yes No NA
	Are all staff/students aware of the continuous masking expectations and the requirement to use eye protection?	<a href="#">Continuous masking guidance, PPE FAQ, Bring your Own PPE guidance</a>  The DoP can help researcher staff acquire masks/eye protection if necessary.	Yes No NA

	Is there a plan to ensure staff complete fit for work requirements?	<a href="#">Fit for work screening</a> <a href="#">Implementation guide</a>	Yes No NA
	Have all trainees acknowledged the possible risks of working on-site?	Review <a href="#">UCalgary experiential learning standards</a> and complete acknowledgement form.	Yes No NA
	Have you identified a research team member responsible for ensuring the continued adherence of your team to public health guidelines?		Yes No NA
	Does the PI or their delegate have a system in place for tracking staff/participant visits to the site for potential contact tracing?	<input type="checkbox"/> Outline the system used to track staff/participant visits. Include PI/delegate contact info, including phone number) within workplan.  A <a href="#">tracking template</a> is available.	Yes No NA
<b>Research participants visiting ACH</b>	Do the consent/assent forms disclose risk(s) of entering ACH?	<a href="#">CHREB guidance</a> <a href="#">HREBA guidance</a>	Yes No NA
	How will you notify patients and families of visitation and site access restrictions?  Are you aware of the process for obtaining visitation exceptions, if required?	<a href="#">AHS COVID-19 Designated Family/Support and Visitation Guidance</a>  Visitation exception requests are approved by the ACH Site Command Post (SCP) and must be submitted by the unit/clinic/program management. Exception requests should be sent a minimum of 24 hours in advance of the planned visitation to: <a href="mailto:SCP.Calgary.ACH@ahs.ca">SCP.Calgary.ACH@ahs.ca</a> . When sending exception requests please: <ul style="list-style-type: none"> <li>• Label the subject line “ACH Visitor Exception Request – [Location]”</li> <li>• Provide the following information:             <ul style="list-style-type: none"> <li>○ Reason for the exception request</li> <li>○ Name of the patient</li> <li>○ Names of the people requesting simultaneous visitation/entry to the building and their relation to the patient</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ Anticipated length of the visitation exception request</li> </ul>	
	How will you ensure that research participants who feel unwell do not visit ACH?	<p>Participant and guardian should be pre-screened using the <a href="#">online tool</a> or <a href="#">telephone screen</a> prior to appointment.</p> <p><input type="checkbox"/> A plan is required to pre-screen participants (including instructions for visiting the site). Please include details for resources to complete this work.</p> <p><a href="#">ACH Covid info for outpatient appointments</a></p>	
	What is your plan to minimize the time spent on-site for patients and families?	<p>Staff can meet participants at front entrance of ACH to escort them to the designated waiting area. Staff then escort participants immediately after appointment to appropriate exit.</p> <p>Details will be discussed with ACH management to plan for the best route for participants to take while on site.</p>	
	How will you provide PPE to participants?	All visitors to ACH are required to wear a mask and wash hands. Participants and families obtain these at front entrance screening.	
	How will you ensure that equipment and/or high touch areas be sanitized between patient visits?	<p>Have a 30-minute buffer between booking patients so visits do not overlap and to allow for adequate cleaning time.</p> <p>The DoP can help researchers acquire cleaning supplies for non-clinical research areas.</p>	
<b>Research Operations</b>	Is the clinical area you plan to conduct research activities ready for research?	<p>Check AHS <a href="#">Health systems access</a> for relaunch readiness of the operational area.</p> <p>Notify manager of any potential impact.</p> <p>Inform section head or other potentially affected medical leadership of intent to relaunch including estimated numbers to ensure does not complicate clinical operations</p>	Yes No NA

	<p>Have you discussed resuming research activities with ACH Management which must include the Patient Care Manager responsible for the clinical service or area with support from the Site Manager or Site Project Manager as needed.</p>	<p>Some areas are not listed on the <a href="#">readiness page</a> but may still accommodate research.</p> <p>In addition to the details noted above, the following information will be required:</p> <p><input type="checkbox"/> A total of anticipated daily/weekly visits including the percentage of visits coinciding with a clinical visit and how they will be coordinated with clinic booking.</p> <p><input type="checkbox"/> Estimated time for the research component of the visit (whether isolated or combined with clinic)</p> <p><input type="checkbox"/> Number of patients per week requiring:</p> <p style="margin-left: 20px;">a) Lab draws b) Diagnostic imaging</p> <p><input type="checkbox"/> If after hours visits are required in your area, please share plans for after hour procedures and any resource requirements.</p>	<p>Yes No NA</p>
	<p>Have potential issues in following institutional and public health guidelines been identified?</p>		<p>Yes No NA</p>
	<p>Are measures in place to cease or alter research procedures in the event public health guidelines change?</p>		<p>Yes No NA</p>
	<p>Have you reviewed the latest AHS and UCalgary research guidance and re-entry protocols?</p>	<p><a href="#">AHS research guidance</a> <a href="#">UCalgary re-entry protocol</a></p>	<p>Yes No NA</p>

## Contacts

For questions regarding the above process, please contact the following:

[AHS management](#)

Lynne Seidler, Site Manager ([lynne.seidler@ahs.ca](mailto:lynne.seidler@ahs.ca), 403-955-2439)

Jennifer Sullivan, Project Manager ([Jennifer.sullivan@ahs.ca](mailto:Jennifer.sullivan@ahs.ca), 403-955-2437)

Department Research Team

Nicole Romanow ([ntruest@ucalgary.ca](mailto:ntruest@ucalgary.ca), 403-955-7538)

**AHS clinical manager contact list – please contact the manager for your area to review your workplan and receive approval to resume. For urgent/time sensitive requests, please cc the AHS management contacts above.**

NAME	TITLE	UNIT	Email	PHONE	ASSISTANT	PHONE
<b>Brent Seefried</b>	Unit Manager	Respiratory Clinics. Respiratory Therapy, PFT Lab, Sleep Lab	<a href="mailto:Brent.Seefried@albertahealthservices.ca">Brent.Seefried@albertahealthservices.ca</a>	955-2572	Leanne Hargas	955-7174
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<b>Catherine Morrison</b>	Patient Care Manager	Child Development Diagnostic Services / Neonatal Follow-Up Clinic / Child Abuse / Adolescent Medicine / Outreach Services / Neuro-Developmental Disorders (NDD) / Integrated Brain Health Initiative / FCRC / Emily's Back Yard / PFCC & Engagement / Transition Services / ACH Complex Care Initiatives	<a href="mailto:catherine.morrison@albertahealthservices.ca">catherine.morrison@albertahealthservices.ca</a>	955-2297	Jacquelin Lenin	955-7082
<b>Conny Betuzzi</b>	Patient Care Manager	Neuroscience Services, MSK (Ortho, Rheumatology) / Rehabilitation Services, Spiritual Care / Allied Health (OT, PT, SLP, Psych, SW), Child Life, Audiology, Therapy Assistants	<a href="mailto:conny.betuzzi@albertahealthservices.ca">conny.betuzzi@albertahealthservices.ca</a>	955-7009	Pamela Hoffmann	955-7101
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<b>Jacinda Sartison</b>	Care Manager	Home Care	<a href="mailto:jacinda.sartison@albertahealthservices.ca">jacinda.sartison@albertahealthservices.ca</a>	955-2385	Shauna McBride	943-1746
<b>Jane McMurray</b>	Unit Manager	Pre-Admission Clinic (PAC), SSSU, PACU	<a href="mailto:Jane.McMurray@albertahealthservices.ca">Jane.McMurray@albertahealthservices.ca</a>	955-7566	Carolanne Fright	955-2768

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NAME	TITLE	UNIT	Email	PHONE	ASSISTANT	PHONE
<b>Jennifer Crysdale</b>	Patient Care Manager	PCU 1 & 2 / HOT Program / Complex Care Program / HENT	<a href="mailto:jennifer.crysdale@albertahealthservices.ca">jennifer.crysdale@albertahealthservices.ca</a>	955-7267	Danielle Anderson	955-7265
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<b>Jessica Graham</b>	Patient Care Manager	Pre-Admission Clinic (PAC), SSSU, PACU, OR, MDRD, OR Booking Office	<a href="mailto:Jessica.L.Graham@albertahealthservices.ca">Jessica.L.Graham@albertahealthservices.ca</a>	955-7881	Carolanne Fright	955-2768
<b>Karen Butel</b>	Patient Care Manager	Pediatric Home Care, Rotary Flames House	<a href="mailto:Karen.Butel@albertahealthservices.ca">Karen.Butel@albertahealthservices.ca</a>	943-1796	Teena Gilmore RFH  Shauna McBride Home Care	955-5461
<b>Kelly Wilson</b>	Unit Manager	PCU 3/Medical Day Treatment/Hemodialysis	<a href="mailto:Kelly.Wilson@albertahealthservices.ca">Kelly.Wilson@albertahealthservices.ca</a>	955-7405	Sarah Pals	955-7586
<b>Kerry Hart</b>	Unit Manager	NICU  RSV Clinic	<a href="mailto:Kerry.Hart@albertahealthservices.ca">Kerry.Hart@albertahealthservices.ca</a>	955-2453	Norah Carmichael	955-7242
<b>Krista McIntyre</b>	Unit Manager	PCU 1 / HOT Clinical Research Unit	<a href="mailto:Krista.McIntyre@albertahealthservices.ca">Krista.McIntyre@albertahealthservices.ca</a>	955-2931	Danielle Anderson	955-7265
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<b>Leah Harburn</b> (on Mat Leave effective Jan 15)  <b>Tara Bourque</b>	Unit Manager	Operating Room, MDRD  OR Booking Office	<a href="mailto:Leah.Harburn@albertahealthservices.ca">Leah.Harburn@albertahealthservices.ca</a>  <a href="mailto:Tara.Bourque@albertahealthservices.ca">Tara.Bourque@albertahealthservices.ca</a>	955-7180	Carolanne Fright	955-2768
<b>Lisa Parsons</b>	Unit Manager	Vision, Dental, Surgical & Sensory Clinic	<a href="mailto:Lisa.Parsons@albertahealthservices.ca">Lisa.Parsons@albertahealthservices.ca</a>	955-7970	Leanne Hargas	955-7174
<b>Marlene Franklin</b>	Unit Manager	PICU	<a href="mailto:Marlene.Franklin@albertahealthservices.ca">Marlene.Franklin@albertahealthservices.ca</a>	955-7452	Norah Carmichael	955-7242

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NAME	TITLE	UNIT	Email	PHONE	ASSISTANT	PHONE
<b>Mary O’Gorman</b>	Unit Manager	PCU 2, HENT, Complex Care Program	<a href="mailto:mary.ogorman@albertahealthservices.ca">mary.ogorman@albertahealthservices.ca</a>	955-7409	Danielle Anderson	955-7265
<b>Melanie Matiisen-Dewar</b>	Unit Manager	Allied Health, and Vi Riddell Children’s Pain & Rehabilitation Centre, Rehab Stream (OT, PT, SLP, Audiology, Therapy Assistants)	<a href="mailto:melanie.matiisen-dewar@albertahealthservices.ca">melanie.matiisen-dewar@albertahealthservices.ca</a>	955-7965	Pamela Hoffmann	955-7101
<b>Megan Mill</b>	Unit Manager	Allied Health / Vi Riddell Children’s Pain & Rehabilitation Centre / Pain / Psychosocial Stream (Child Life, Psych, SW)	<a href="mailto:Megan.Mill@albertahealthservices.ca">Megan.Mill@albertahealthservices.ca</a>	955-7179	Pamela Hoffmann	955-7101
<b>Nadine Gall</b>	Manager	Neuro-Developmental Disorders (NDD), Integrated Brain Health Initiative, FCRC, Emily’s Back Yard, PFCC & Engagement, Transition Services, ACH Complex Care Initiatives	<a href="mailto:Nadine.Gall@albertahealthservices.ca">Nadine.Gall@albertahealthservices.ca</a>	955-5978	Jacquelin Lenin	955-7082
<b>Rachelle Van Vliet</b>	Patient Care Manager	PCU 3 & 4/Nursing Support Team  Hemodialysis/Infectious Disease / Dermatology /Pediatric Follow Up Clinics/ Medical Day Treatment	<a href="mailto:Rachelle.VanVliet@albertahealthservices.ca">Rachelle.VanVliet@albertahealthservices.ca</a>	955-7239	Sarah Pals	955-7586
<b>Renee Sholes</b>	Patient Care Manager	GI, Diabetes / Endo Clinics, Pediatric Centre for Weight & Health, Nephrology, Urology, Cardiology, Vision, Dental, Surgical & Sensory Clinic, Respiratory Clinics. Respiratory Therapy, PFT Lab, Sleep Lab	<a href="mailto:Renee.Sholes@albertahealthservices.ca">Renee.Sholes@albertahealthservices.ca</a>	955-7249	Leanne Hargas	955-7174
<b>Ruth Kohut</b>	Patient Care Manager	Inherited Metabolic Clinic / Genetic Services	<a href="mailto:Ruth.Kohut@albertahealthservices.ca">Ruth.Kohut@albertahealthservices.ca</a>	955-7782	Barb Fox	955-7469
<b>Sarah Wilkie</b>	Unit Manager	Neuroscience, MSK (Ortho, Rheumatology), Rehabilitation Services	<a href="mailto:Sarah.Wilkie@albertahealthservices.ca">Sarah.Wilkie@albertahealthservices.ca</a>	955-2617	Pamela Hoffmann	955-7101
<b>Tara Bourque</b> (covering for Leah Harburn’s mat leave effective Dec 30th)	Unit Manager	Operating Room, MDRD  OR Booking Office	<a href="mailto:Tara.Bourque@albertahealthservices.ca">Tara.Bourque@albertahealthservices.ca</a>	955-7180	Carolanne Fright	955-2768
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NAME	TITLE	UNIT	Email	PHONE	ASSISTANT	PHONE
<b>Trish Dubyk</b>	Unit Manager	ED, Pediatric Critical Care Transport Team, Trauma Services	<a href="mailto:Trish.Dubyk@albertahealthservices.ca">Trish.Dubyk@albertahealthservices.ca</a>	955-7416	Kerry Sturby	955-2591
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<b>Craig Vines</b>	Executive Director	Diagnostic Imaging	<a href="mailto:Craig.vines@ahs.ca">Craig.vines@ahs.ca</a>	944-2707		

**Non-clinical area contact list** – please contact the appropriate individual to review your workplan and receive approval to resume.

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