

## DEPARTMENT OF PEDIATRICS RESEARCH TEAM MEMBER ON/OFF-BOARDING CHECKLIST

### 1. NEW RESEARCH TEAM MEMBERS

#### 1.1 AHS Research Team Member Background Information

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- Immunizations:** *If this placement or a portion of it is to be in a clinical area*, a record of immunizations is required. To request Alberta immunization records, go to this link: <https://www.albertahealthservices.ca/findhealth/service.aspx?id=5676>.
  
- Police Security Check:** AHS requires a Criminal Record Check with Vulnerable Sector Search from their local area. Calgary Police Service security checks can be done online here: <https://policeinformationcheck.calgarypolice.ca/> or at Calgary Police Service district offices (<http://www.calgary.ca/cps/Pages/Calgary-Police-Service-district-offices.aspx>).
  - Online: Click on “Perform Personal Police Information Check” to create an account. Select **Alberta Health Services – Alberta Children’s Hospital – Admin/Researchers** as the agency
  - Effective April 1, 2019, Calgary Police Check fees are \$55, payable by the requestor
  - The Police Check must have a date of issue within 90 days of the start date.
  - We do not accept receipts for the checks.
  - We must obtain a **copy** of the Police Security Check before approving any request.
  
- Confidentiality Agreement Form:** Everyone must complete mandatory privacy training. <http://www.albertahealthservices.ca/info/Page3962.aspx>
  - Watch the [Information & Privacy and IT Security & Awareness video](#)
  - [Complete the online learning module](#)
  - Submit the signed Confidentiality and User Agreement on the last page of the module.

#### 1.2 AHS ID Badge Request: Allows research team members to get an AHS ID badge.

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ID badges from previous roles at ACH cannot be used. A new ID Badge Request must be completed.

- Fill out the ID Badge/Access Request Form: <http://www.albertahealthservices.ca/frm-19055.pdf>

Tips for completing the form:

- Type of request for new researchers = ID Badge
- Type of ID = AHS Staff, Student, Volunteer or Other, University of Calgary (as applicable)
- Employee ID = N/A for University of Calgary staff/students/volunteers
- If they need access to a clinic, include specific details of the location, i.e., room number, floor, etc.
- Once the ID Badge Request is sent as part of the new research team member’s paperwork, it will be approved (signed) by a Department of Pediatrics Manager **(it may take 24-48 hours for turn around and signing)**.
- The person submitting the form will be notified when the form has been signed and is ready for pick-up.
- The new research team member will need to bring the form to Security (ACH main floor, across from Good Earth) to get their ID badge.
- If the research team member requires after-hours access, once their ID badge is issued, they need to email ([ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca)) the number that is on the white (swipe card).

**1.3 AHS Request for Access Form:** Provides info to Department of Pediatrics Administration for planning and oversight of research team member.

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- Fill out the [Request for Access Form](#)

If the individual needs access to a clinic, we need specific details of the location, i.e., roomnumber, floor, etc., indicated on the form

**Items to submit to the Department of Pediatrics ([ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca)) before proceeding to the next step:**

- Immunization record indicating Rubella vaccine is current
- Police Security Check (Provide check once completed)
- Confidentiality Agreement form
- ID Badge Request form
- Request for Access form

**1.4 U of C TCPS-2 CORE Tutorial on Research Ethics:** Research team members are required to complete the Panel on Research Ethics TCPS: 2 CORE tutorial.

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- Complete the CORE tutorial: <https://tcps2core.ca/welcome>

- When registering for the tutorial, use a University of Calgary email address
- Researchers should keep a copy of the certificate of completion in their personal files
- A copy of the certificate needs to be uploaded to the researcher's profile in [IRISS](#), the information management systems for the Research Ethics Boards (CHREB, HRBEA,CFREB).
- Instructions on how to upload your TCPS:2 certificate to IRISS (or setting up an IRISS account) can be found here: <https://research.ucalgary.ca/sites/default/files/teams/2/IRISS/RESEARCHER-PROFILE-Nov2021.pdf>
- You do not need to submit a copy of the certificate with your onboarding paperwork, but you do need to have it on file & uploaded in IRISS.

**Items to complete before proceeding to the next step:**

- Ensure new researcher has completed TCPS-2 and uploaded certificate to IRISS
- Ensure new research team member is listed on a project within IRISS

If you are working on a quality improvement project that falls outside the scope of the REB, please notify the Department of Pediatrics ([ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca)) so that they can provide instructions on how to proceed through the next process.

**1.5 AHS Process for Research team member IT Access:** Allows research team members to login to AHS computers, AHS email, AHS shared drives and access other AHS IT systems.

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**For those working on REB approved studies:** AHS Provincial Research Administration ([AHSRA](#)) processes research IT access for the following:

- AHS Network Access (NAR) (i.e., to login to AHS computers)
- AHS Email Address
- AHS Shared Drive Creation or Access
- AHS Clinical IT systems (e.g., SCM)
- Alberta Netcare Portal (ANP)
- Alberta Netcare Remote User Access (ANP RUNA)

In order for research team members to get IT access, they **MUST** be listed on an REB approved study within IRISS (see 1.4 above). They may be listed either as a research team member or external collaborator. For instructions on how to add or make changes to your study team on an REB approved study, refer to this guide <https://research.ucalgary.ca/sites/default/files/teams/2/IRISS/UPDATE-STUDY-TEAM-NOV2021.pdf> by-step.pdf.

Fill out an IT Access for Research Form:

<https://bit.ly/3Atcngk>.

Tips on completing the form:

- This form can be completed by the person requiring the IT access or by a requestor on behalf of the person requiring access.
- The requestor will not receive confirmation that the form was received by AHS Provincial Research Administration (i.e., no email confirmation)
- The Manager should be listed as:

**Name of Manager/ Designate:** Aprile LaBerge or Kathy Leonard

**Title:** Managers, Administrative Services, Dept. of Pediatrics

**Email:** [Aprile.laberge@ahs.ca](mailto:Aprile.laberge@ahs.ca)

**Email:** [Kathy.leonard@ahs.ca](mailto:Kathy.leonard@ahs.ca)

- Once submitted, wait for the access request to be reviewed and approved
- The person requesting access will receive a notification by email when their access has been granted
- If you have questions about the process or there is a delay in access provisioning, contact Yvonne Jackson ([yvonne.jackson@ahs.ca](mailto:yvonne.jackson@ahs.ca)) with AHS Provincial Research Administration
- It will take approximately 4 weeks before access is granted

**For those working on projects that fall outside the scope of a REB:** If you are working on a project that fall outside the scope of a REB (e.g., quality improvement) you request IT access through Identity & Access Management (IAM): <https://insite.albertahealthservices.ca/it/Page9031.aspx>.

These requests should be completed by the person requiring the IT access or by a requestor on behalf of the person requiring access. Refer to the following print screens for further instruction:

- [New Requests – IAM \(NAR\)](#)

Contact the Department of Pediatrics ([ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca)) if you require additional info.

When you have submitted all your paperwork, received your ID badge, and gained access to the AHS network/IT systems make sure you do the following:

- Follow the off-boarding procedure at the end of this document when you are leaving your current position**

## 1.6 Other Notes:

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This document includes information pertinent to AHS, Department of Pediatrics, Alberta Children's Hospital, and the University of Calgary. Supplemental reference links for the existing AHS and University of Calgary on-boarding processes, can be found here:

- Parking is not provided. For how to get parking at ACH, go here: <https://insite.albertahealthservices.ca/pps/Page6299.aspx>
- You have access to the kitchen facilities in your area on the 4<sup>th</sup> floor.
- Your workstation should be procured by your manager prior to on-boarding
- If you need keys for your workstation request new key from your coordinator and they will set it up.
- Your workstation should already have a working computer. Contact the IT help desk at 1-877-311-4300 if you are having issues.
- Your phone should be set up upon arrival. Contact [ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca) with any questions or concerns.

## 1.7 Reserving a workstation:

All workstations that are not assigned to faculty members are available for drop down use. This allows for greater flexibility for research team members who have a hybrid work arrangement, who are on site part-time or on an occasional basis, who work flexible hours, or don't need a specific workstation by nature of the type of work they do (e.g., working in clinic).

- Review the intro video and tips on [how to use Skedda](#)
- Select a date/time and the desk you want to use. You will be asked to register/login when you complete your first booking.
- Bookings can be made from 7AM-12PM or 12-6PM. If you want to book for the whole day, you can book both time slots. Outside these hours, a booking is not required.
- Reservations can be made up to two weeks in advance of the desired booking date.
- Reservations can be modified or canceled via the link provided in the email confirmation, or by logging in to Skedda.
- The booking system can be accessed here: <https://pediatricworkstations.skedda.com/booking>

## 2. EXTENDING RESEARCH TEAM MEMBER ID BADGE ACCESS AND IT ACCESS FOR EXISTING PLACEMENTS

The Department of Pediatrics will ensure that the researcher's paperwork is in good order before ID Badge and IT access is extended or modified. You may be asked for additional paperwork before access is extended or modified.

### 2.1 AHS ID Badge Extension

- Email the Department of Pediatrics ([ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca)) at least 2 weeks in advance of your expiry date, indicating your access needs to be extended. Include the following:
  - For ID badge extension** include the following:
    - Name
    - Access Number (the long number on the middle white card of the ID badge)
    - Department
    - Section
    - Location (specify which areas they need access to Ex: 4th floor, NICU, etc.)
    - After Hours access required yes or no
    - Effective Date (new)
    - End Date (new)
    - Include the current end-date (if known)
  - We will forward the request to the Card Access office for approval
  - Once an approval is granted by the Card Access office, you will receive an email from the department representative that states that the ID Badge has been extended and **you** may proceed with processing IT Access Renewal. **Do not submit a Research IT Access Renewal before receiving the confirmation email from the department representative.**

Items to submit to the Department of Pediatrics ([ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca)) before proceeding to the next step:

- ID Badge extension information (as listed above)

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## 2.2 AHS IT Access Renewal

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**For those working on REB approved studies: Do not submit IT extension requests in the Identity & Access Management (IAM) system.** AHS Provincial Research Administration ([AHSRA](#)) processes extensions for all researchers. The person's whose access is set to expire will receive a notification from AHS when it is time to renew.

- Ensure the researcher is listed on an REB approved project in IRSS
- Complete the renewal information contained in the email from AHS RA
  - The requestor will not receive confirmation that the renewal information was received by AHS Provincial Research Administration (i.e., no email confirmation)
  - Once submitted you wait for the access extension request to be reviewed and approved
  - The person requesting access extension will receive a notification by email when their access has been extended
  - If you have questions about the process or there is a delay, contact Yvonne Jackson ([yvonne.jackson@ahs.ca](mailto:yvonne.jackson@ahs.ca)) with AHS Provincial Research Administration
  - It will take approximately 1 week before access is extended
  - If you receive an email from AHS IT (not AHS RA) indicating that your access is going to expire, contact AHS RA ([research.administration@ahs.ca](mailto:research.administration@ahs.ca)) to check your access expiry date. Do not complete an access extension through the AHS IT portal.

**For those working on projects that fall outside the scope of a REB:** If you are working on a project that fall outside the scope a REB (e.g., quality improvement) you extend your IT access through Identity & Access Management (IAM):

[https://publicshare.albertahealthservices.ca/teams/HEI/ITAccess/SitePages/HSA\\_IT\\_Access\\_Request.aspx](https://publicshare.albertahealthservices.ca/teams/HEI/ITAccess/SitePages/HSA_IT_Access_Request.aspx).

Contact the Department of Pediatrics ([ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca)) if you require additional instructions.

- Follow the off-boarding procedures at the end of this document when you are leaving your current position**

### 3. OFF-BOARDING

At the end of researcher's contract please do the following:

- Email [ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca) with the following information:
  - **Name**
  - **Access Number** (the long number on the middle white card of the ID badge)
  - **Department**
  - **Section**
  - **Work station number (even if shared)**
  - **End Date**
  
- Remove access to AHS IT systems and drives via one of the following two pathways, as relevant:
  1. If the research team members access to AHS IT systems was for an REB approved research study, email [HSAResearchITAccess@albertahealthservices.ca](mailto:HSAResearchITAccess@albertahealthservices.ca) with the name of the research study staff AND their associated role in the relevant system to have their access decommissioned.
    - \*It is important to include the role and system in the request for termination as the staff person may have additional access via another role that may be inadvertently terminated if these details are not provided.
  
  2. If the research team members access to AHS IT systems was for a non-REB study (e.g. QI/QA):
    - Forward research team member's email – go through the AHS [IT Portal](#) and make the request through GSR (General Service Request). Do this before terminating access through IAM (see below). Alternately the researcher can create an out of office message with redirected contact information.
    - Go to IAM for removal of drives  
<https://insite.albertahealthservices.ca/it/Page9031.aspx>
  
- Collect the access card and ID Badge and return to the department representative(email [ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca) to find location)
- Return any keys for the office/workstation to the department representative at the same time as the ID Badge.
- Remove yourself from peds-I and pediatrics.research-I mailing lists
  - Paeds-I link: <http://mailman.ucalgary.ca/mailman/listinfo/paediatics-L>
  - Pediatrics.research link:  
<http://mailman.ucalgary.ca/mailman/listinfo/pediatricsresearch-I>
- Check the University of Calgary off-boarding checklist  
<https://www.ucalgary.ca/hr/work-compensation/working-ucalgary/leaving-ucalgary/maps-and-support-staff>

#### Before leaving a research position complete the following:

- Notify the Department of Pediatrics [ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca) with information requested
- "Retire" your email account
- Return your ID badge and keys
- Take care of IT access termination
- Remove yourself from mailing lists
- Complete U of C and AHS termination processes as appropriate