

## Department of Pediatrics

### Research Onboarding Procedures during Covid-19

Please follow the truncated onboarding procedures below when onboarding NEW research staff or trainees performing remote work during the COVID-19 pandemic.

**\*All items normally required for [onboarding](#) must be fulfilled for on-site access to ACH once regular working conditions resume.**

A checklist of the documents required can be found [HERE](#)

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#### 1.1 AHS Researcher Background Information

##### Letter of responsibility

The Department of Pediatrics needs an email or letter from the physician accepting responsibility for the researcher; stating that fact, a brief description of the duties, the start and end date. (e.g. Dr. XXX will take full responsibility for X – brief description of duties, start and end date). Please note there is a 2-year maximum for researcher access (subject to extension).

##### Confidentiality Agreement Form

- Everyone must complete mandatory privacy training. [Information and Privacy training module](#)
- 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 UCalgary TCPS-2 Core Tutorial on Research Ethics

Researchers are required to complete the Panel on Research Ethics TCPS: 2 CORE tutorial.

##### Complete the [CORE tutorial](#):

- Use a University of Calgary email address to register
- Keep a copy of the certificate of completion in your personal files
- The certificate needs to be uploaded to the researcher's profile in [IRISS](#), and the respective information management systems for Research Ethics Boards (CHREB, HRBEA, CFREB).

- o Instructions on how to upload your TCPS:2 certificate to IRISS (or setting up an IRISS account) can be found [HERE](#)

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.

In addition, you should review the [UCalgary research training recommendations](#) applicable to the type of research you will be working on.

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.

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

1. Ensure new researcher has completed TCPS-2 and uploaded certificate to IRISS
2. Ensure new researcher is listed on a project within IRISS

### 1.3 AHS Research IT Access

Allows researchers to login to AHS computers, get AHS email, AHS shared drives and access other AHS IT systems. Do NOT submit IT access requests in the Identity & Access Management (IAM) system for staff working on REB approved studies.

Fill out an [IT Access for Research Form](#)

**\*Important** - Researchers MUST be listed on an REB approved study within IRISS to get IT access (e.g. 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](#)

AHS Health Systems Access ([AHS RA](#)) 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)

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:** Alanise Featherstone/Jessica Phillips

**Title:** Manager, Administrative Services Phone: 403-955-7124/403-955-2944

**Email:** alanise.featherstone@ahs.ca or jessica.phillips@ahs.ca

**Site Address:** ACH

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 \(IAM\)](#)

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 \(NAR\)](#)
- These requests should be completed by the person requiring the IT access or by a requestor on behalf of the person requiring access.
- When requesting access and/or drives you MUST put in the comments section “DR. XXX assumes full responsibility for this individual and their access to AHS and/or drives. Contact the Department of Pediatrics ([ACH.PedsResearch@ahs.ca](mailto:ACH.PedsResearch@ahs.ca)) if you require additional instructions.

## 1.4 UCalgary-specific Onboarding

New UCalgary hires must also complete these onboarding steps found [HERE](#) (e.g. adding payroll details, signing up for benefits)

Additional study-specific training can be found [HERE](#)

## 1.5 Remote access to AHS and/or UCalgary computers, applications and drives

Guidance on how to request remote access is found [HERE](#)