Requesting AHS Resources to Support Research Studies

Health System Access, Health Evidence & Innovation

Updated May 2024

Alberta Health Services
Connect Care

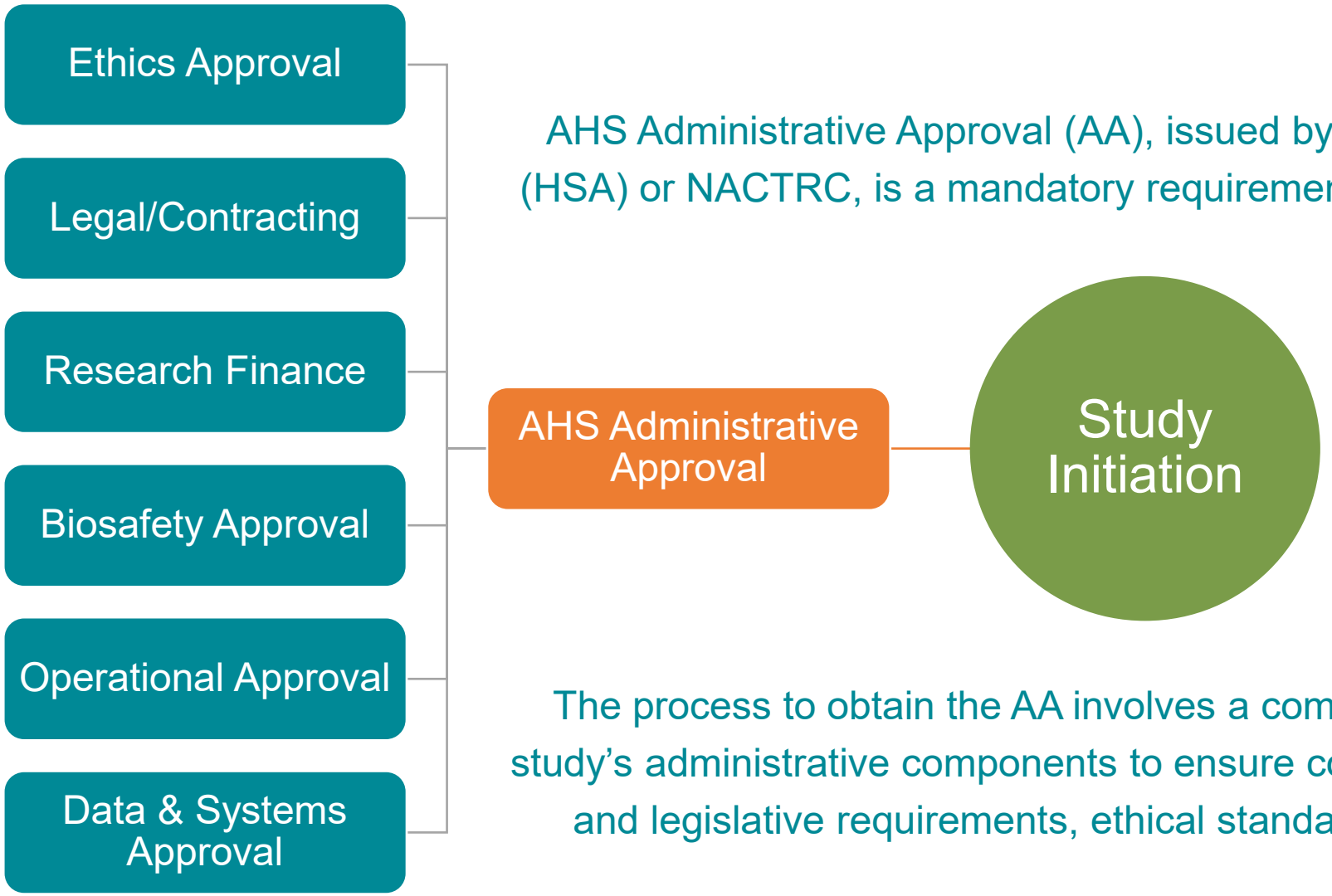
Guiding principles in accordance with the Health Information Act

- AHS complies with s57 and s58 of the HIA . For research, additional considerations may be imposed on the researcher in addition to those imposed by the Research Ethics Board.
- Highest degree of anonymity for the persons who are the subject of the information;
- Least amount of information disclosed that will meet the needs of the stated purpose;
- Need to know – the disclosure of only necessary information to carry out research or responsibilities.

Guiding principles in accordance with Clinical Information Sharing Compact

Principle	AHS Responsibilities
Clinical Improvement	Support clinical and health system improvement initiatives, including clinical research, quality improvement and educational advancement.
Provider Access	Facilitate timely, reliable and secure access for all Clinical Information System (CIS) users wherever and whenever CIS information sharing is required; including access for legal or professional needs
Disclosure	Receive and coordinate requests for the disclosure of health information to third parties, respecting clinicians' interests.
Protection of Information	Develop, implement and support technical, physical and administrative safeguards to protect health information while providing appropriate user training.
Use	Be transparent and accountable to clinicians, staff, government and the public with respect to the use of health, clinician or organizational information stored in or extracted from the CIS.

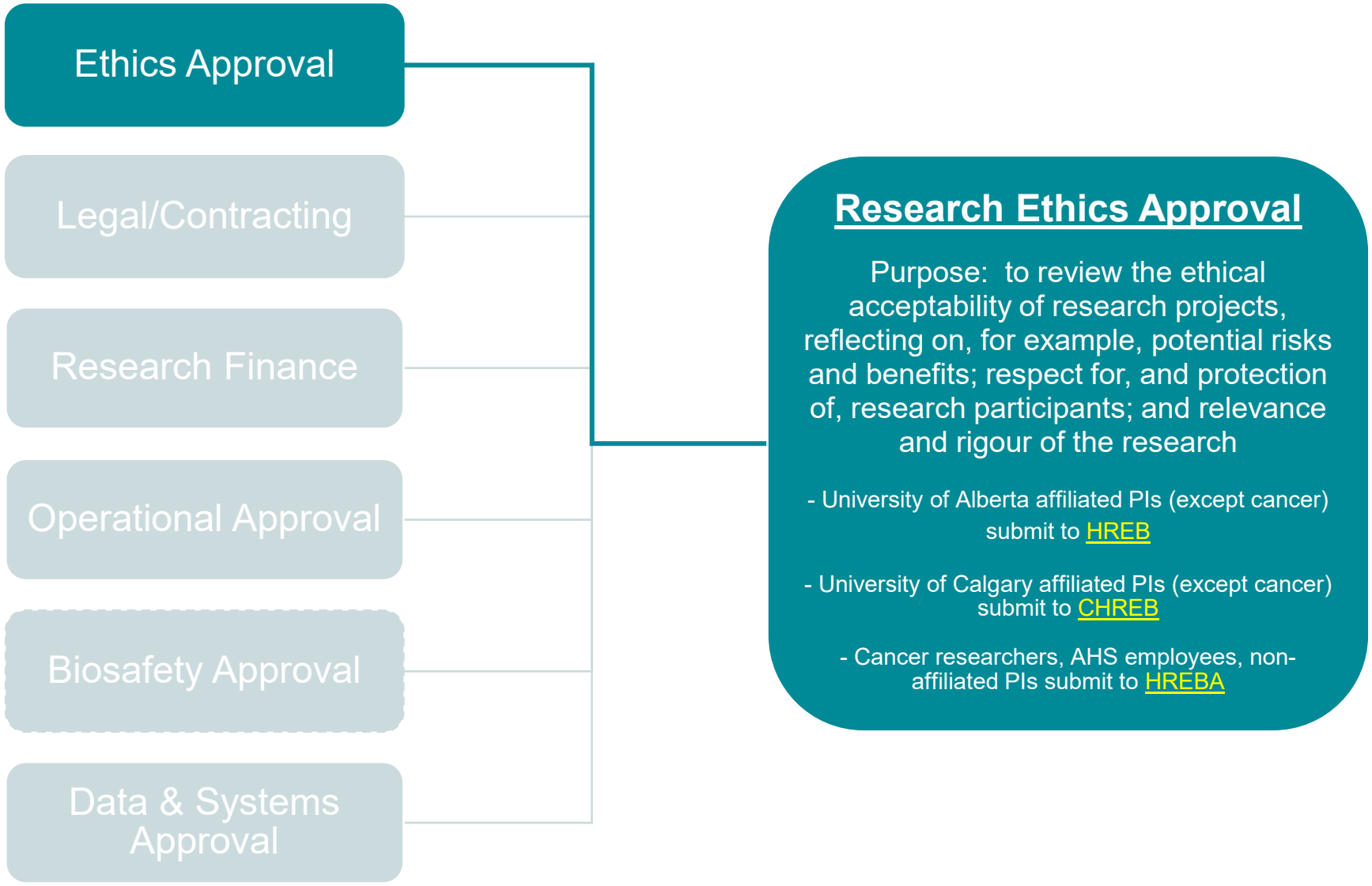
Overview of AHS' Health System Access for Research



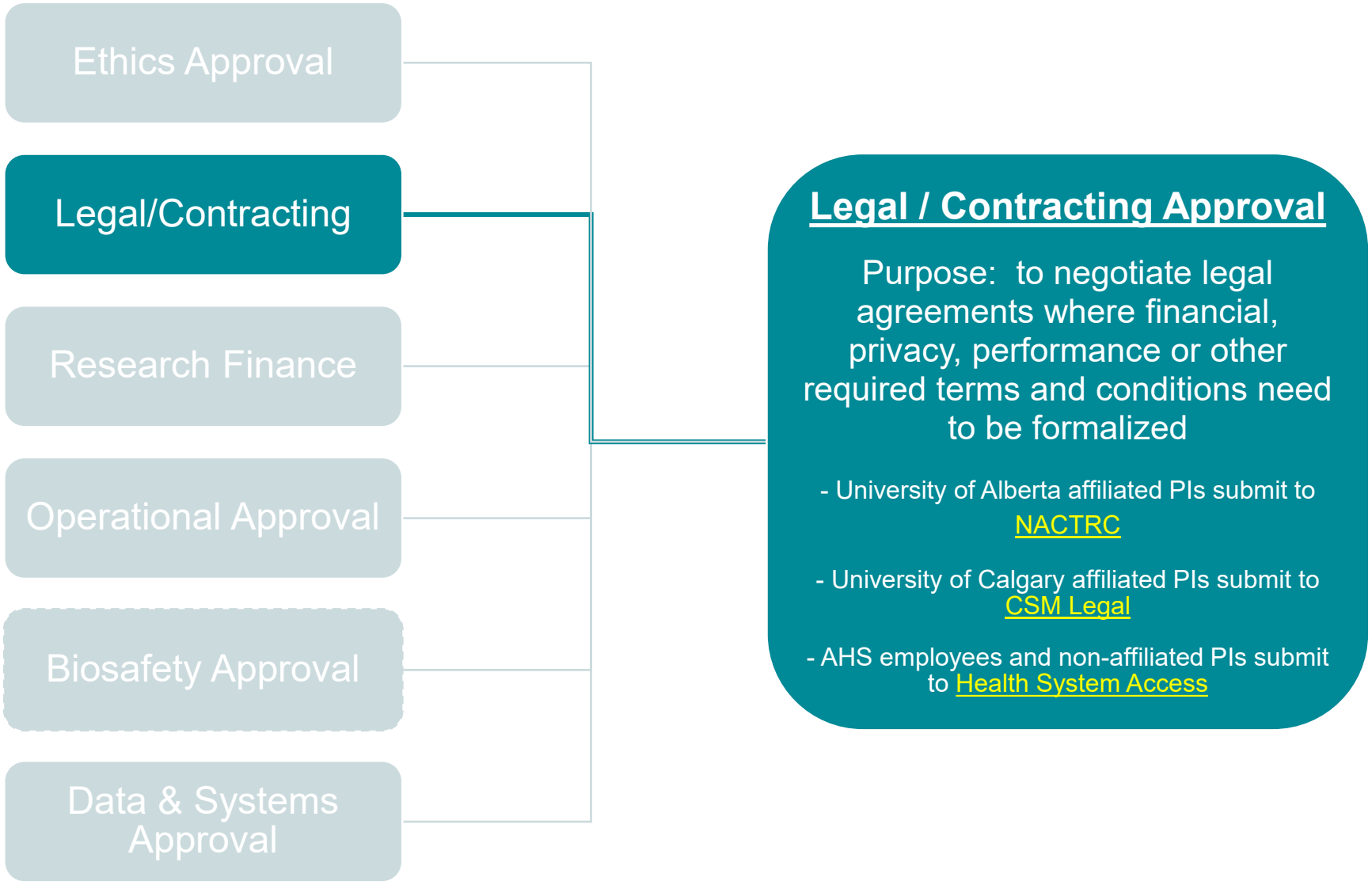
AHS Administrative Approval (AA), issued by Health System Access (HSA) or NACTRC, is a mandatory requirement prior to study initiation.

The process to obtain the AA involves a comprehensive review of a study's administrative components to ensure compliance with regulatory and legislative requirements, ethical standards and AHS policies.

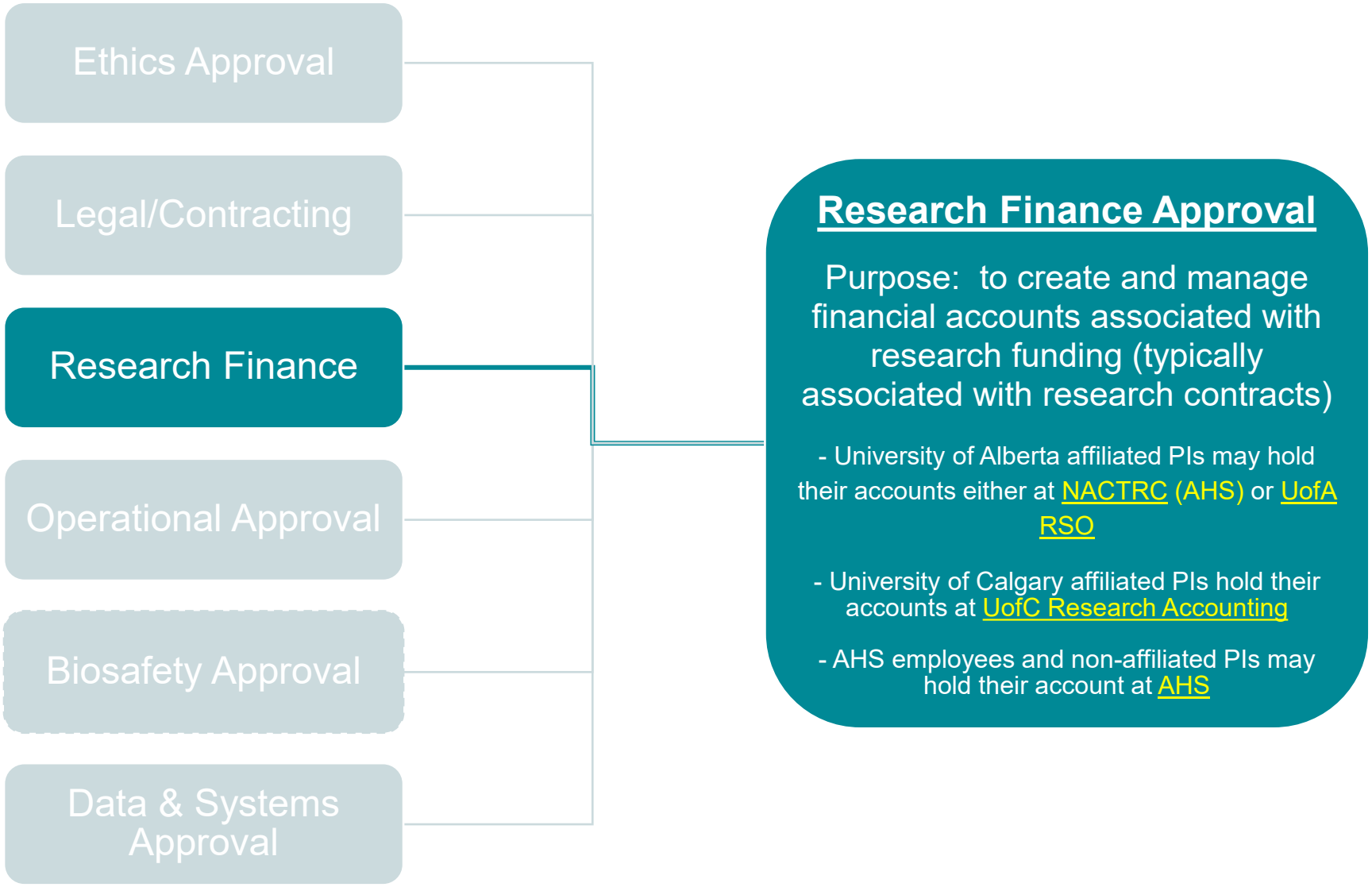
Research Ethics



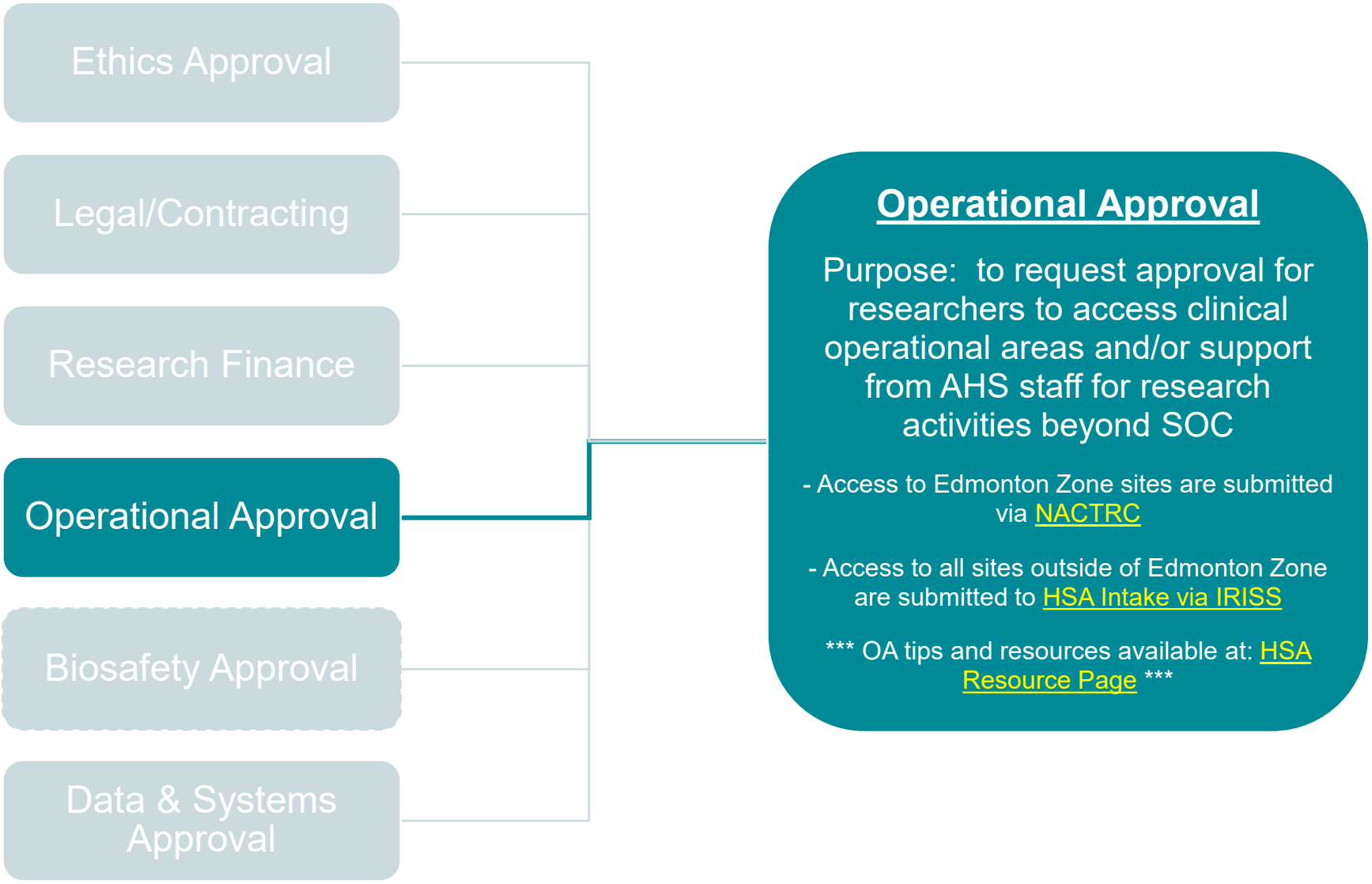
Research Contracting



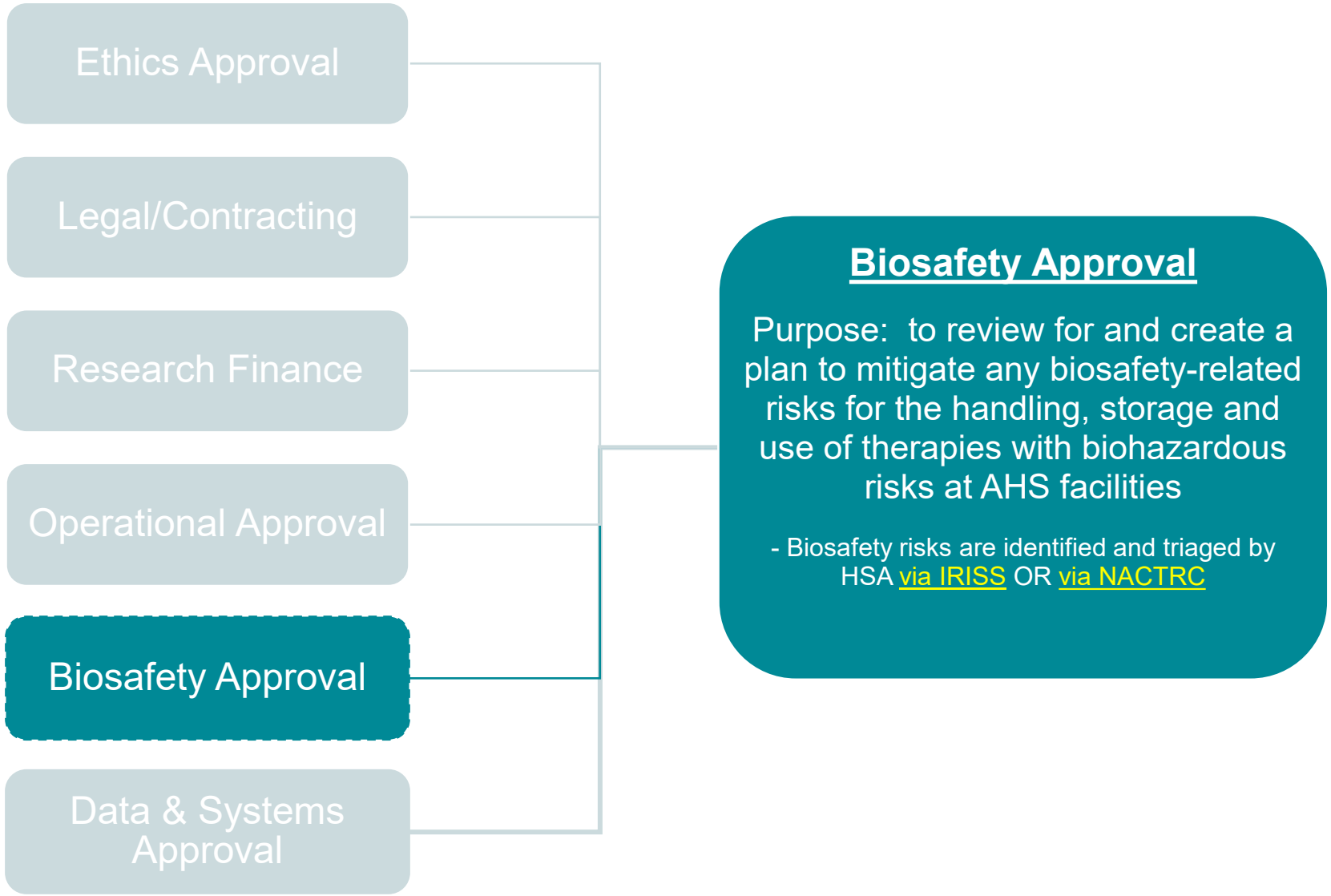
Research Finance



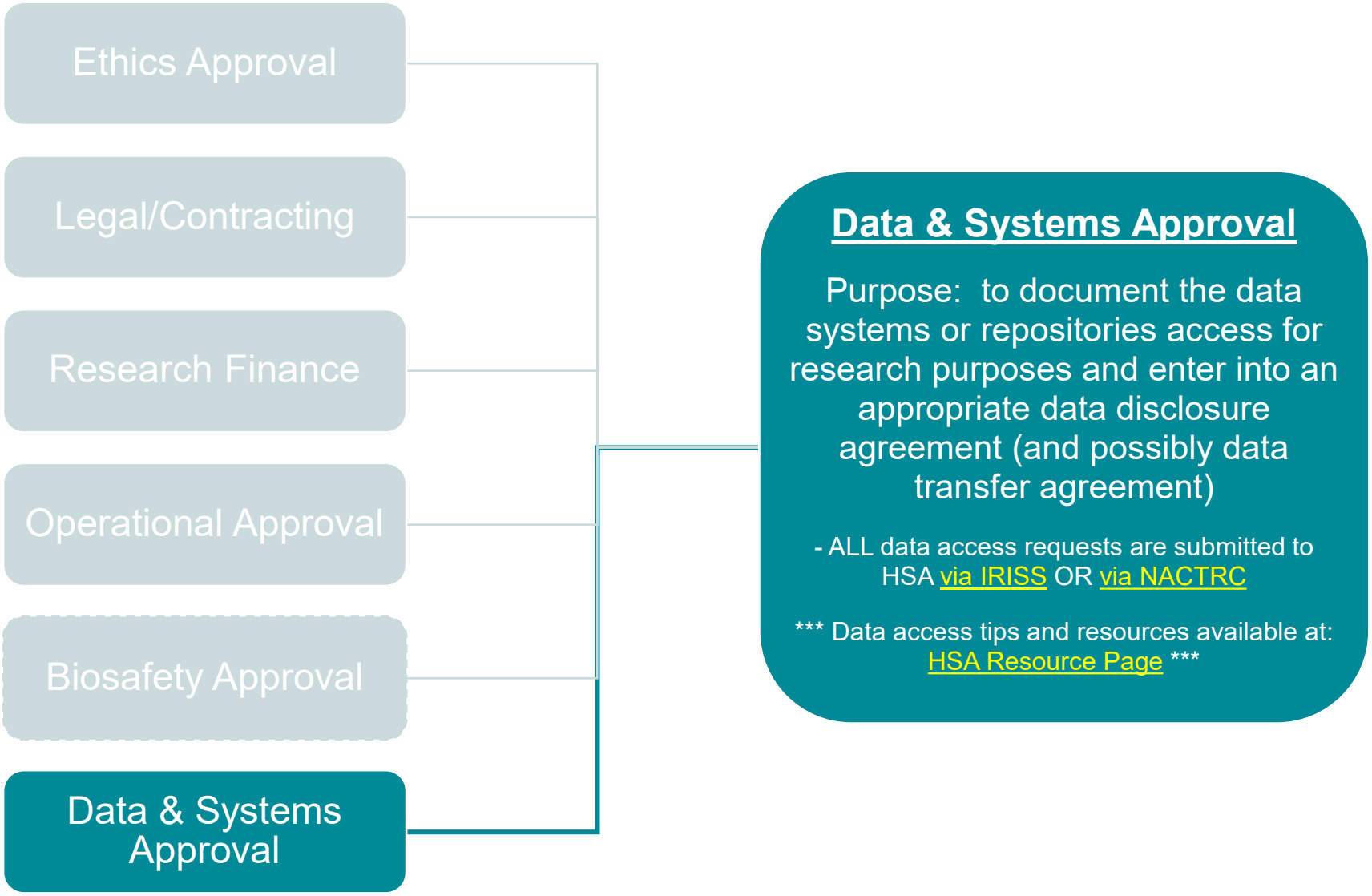
Operational Approval



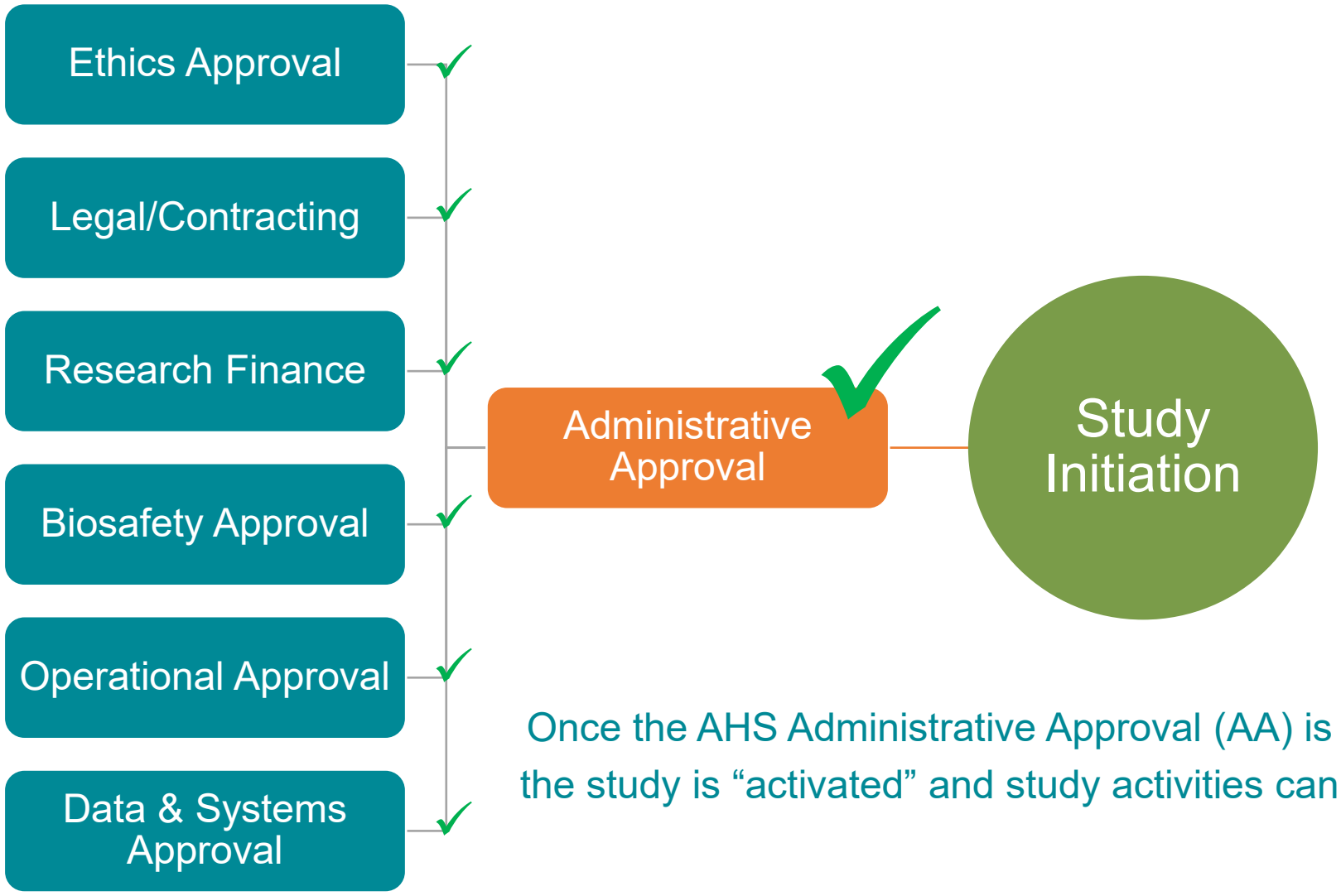
Biosafety Approval



Data & Systems Approval

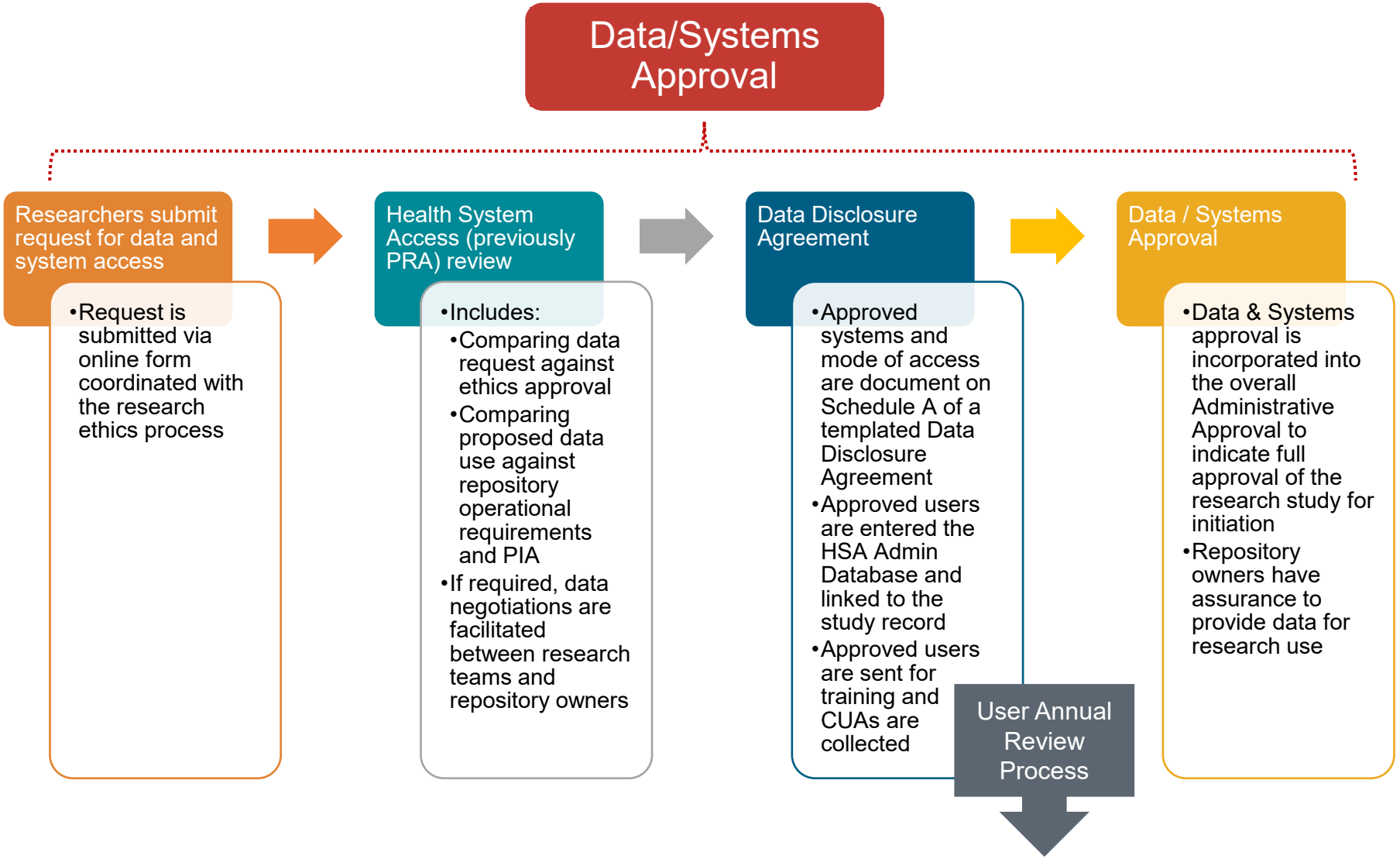


Study Initiation at AHS

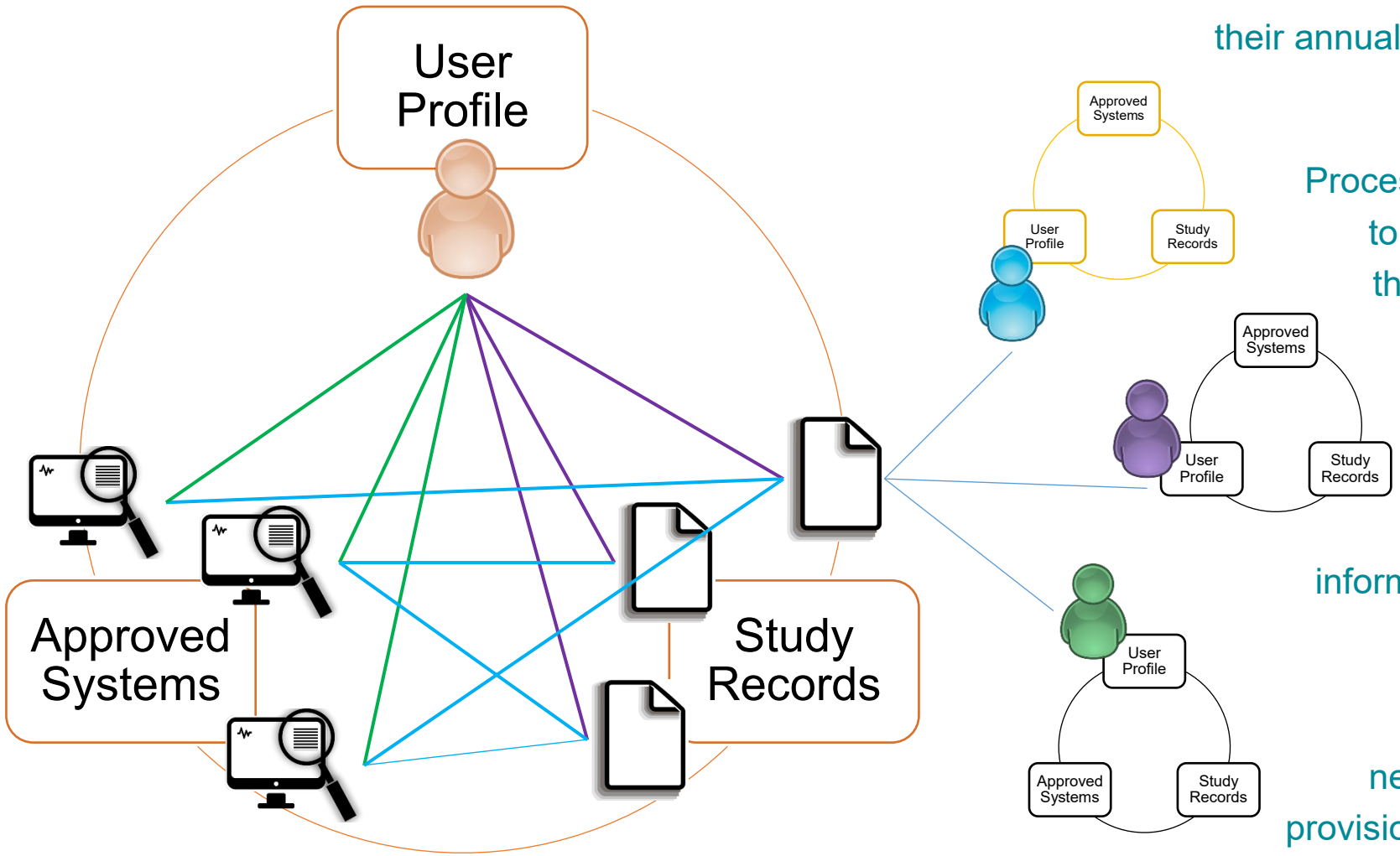


Once the AHS Administrative Approval (AA) is issued, the study is “activated” and study activities can initiate.

Expanded Data and Systems Approval Process



Research Users Mandatory IT Access Renewal Process



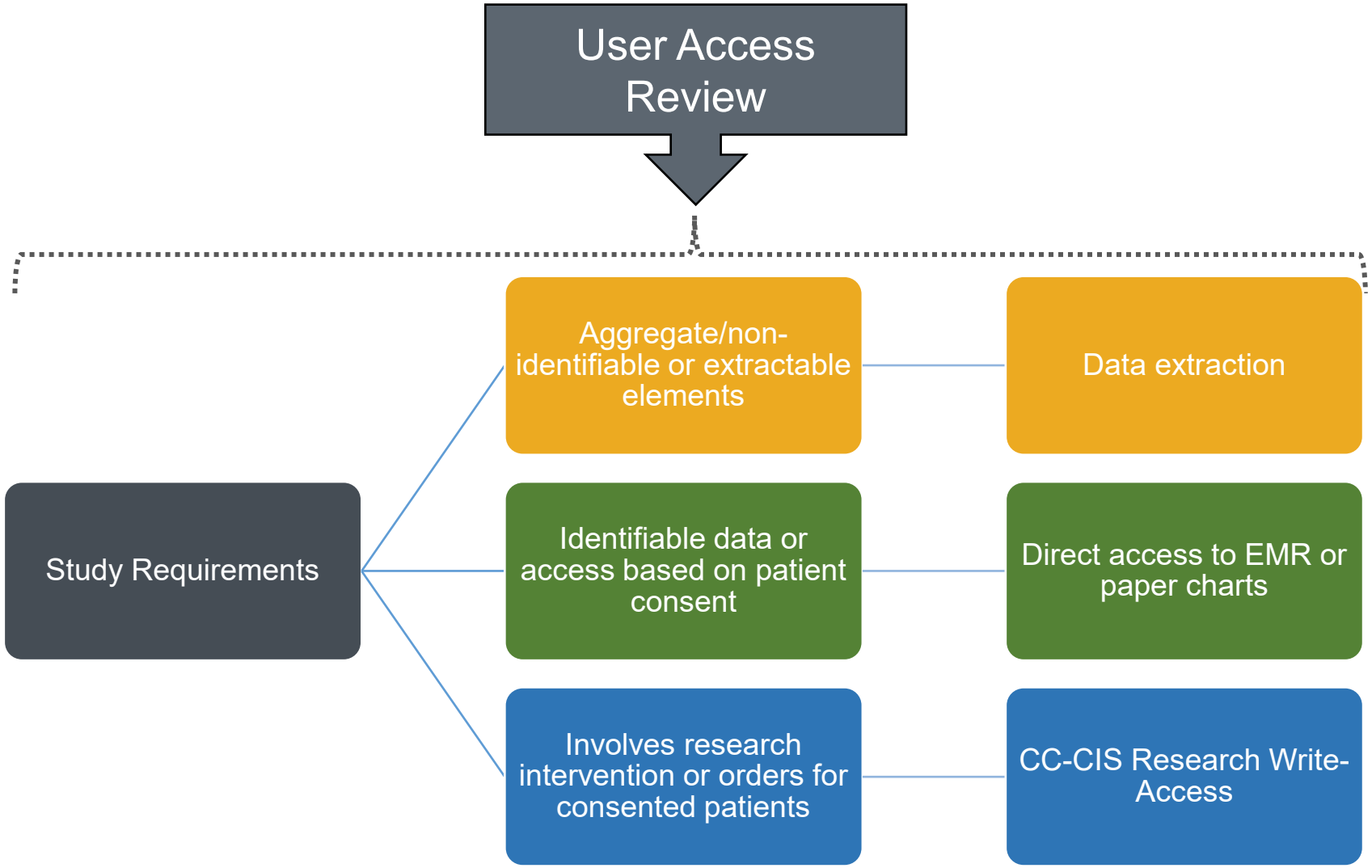
HSA team contacts each research user prior to their annual IT access renewal date to request current information.

Process ensures that each user is linked to the correct study records and only the necessary systems approved for the user's linked studies are provisioned.

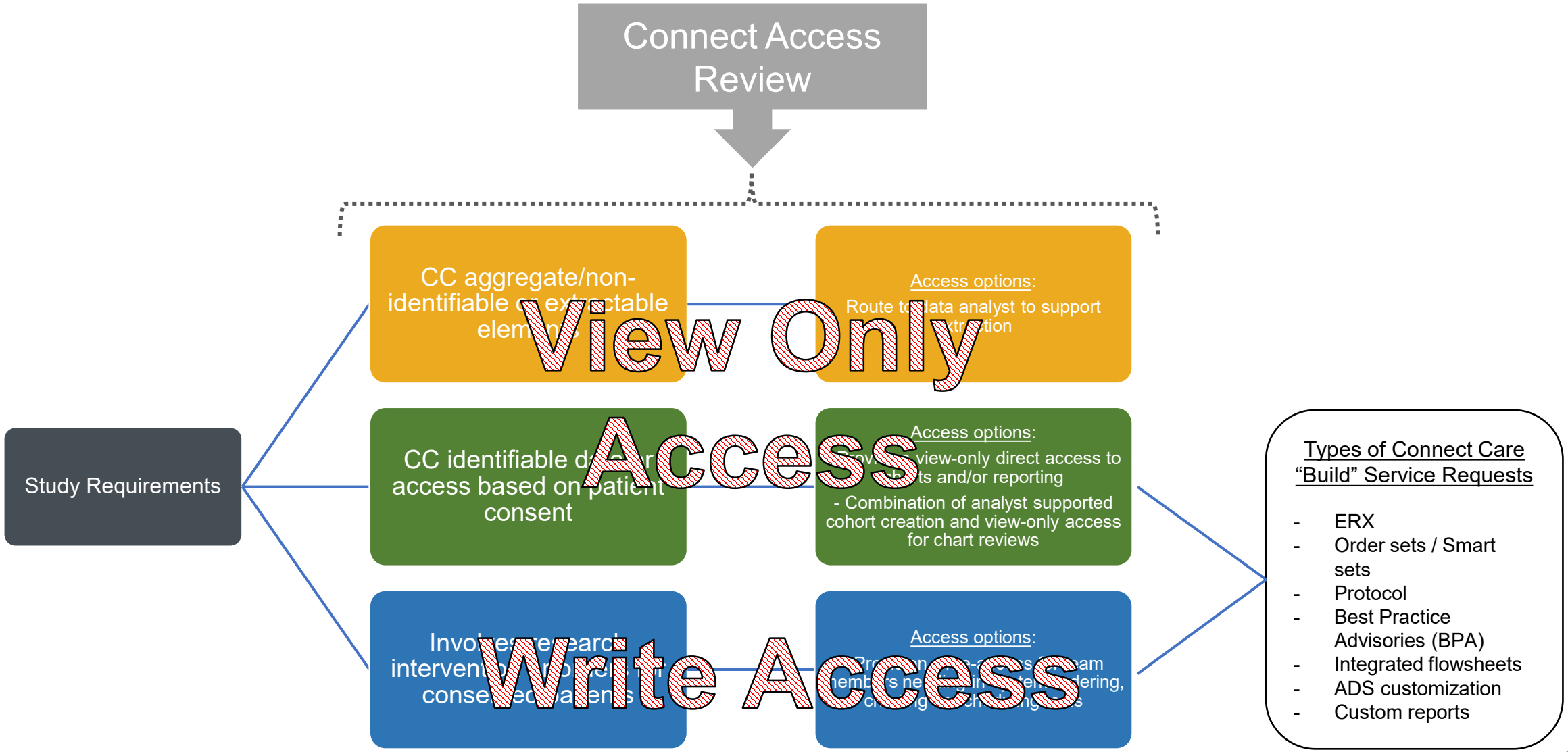
Process helps maintain the principle of the least amount of information disclosed to meet the needs of the research team member.

Annual renewal ensures only the necessary system and information is provisioned to the research team member to carry out their research responsibilities.

Data and Systems Use Determination Process



Connect Care for Research Requests



CC View-Only Roles – for chart reviews & data collection

Research Aggregate Reporting

- Slicer/Dicer access, aggregate data only

Research View Only

- Basic chart view-only with access to reporting tools (but cannot change or export reports)

External Study Monitor Access

- *Remotely accessed via Connect Care Provider Portal on a time-limited and patient-limited basis*

Connect Care Research Write-Access Roles

Primary Role Templates

- Research Staff:
  - Ambulatory
  - Dialysis
  - Emergency
  - Inpatient
  - Obstetrics
  - Oncology General
  - Continuing Care
  - Surgery
- Research Nurse – Oncology/Hematology
- Research Nurse – Oncology/Hematology with Infusion
- PhD Investigator – Ambulatory
- PhD Investigator – Inpatient
- Research Biller
- Research Internal Study Monitor

Sub-Roles Templates

- Investigator
- Clinical Staff on a Study Team
- Non-Clinical Staff on a Study Team
- Research Student

Important Links:

HSA Role Selection Tool Information

Connect Care – Training

Write-Access Research Workflows

FUNCTIONALITY	DESCRIPTION	REASON
Study Information Management	Applicable information related to the research study is properly entered and maintained.	• Patient Safety • Integration • Visibility
Study Status Management*	Study status in the CIS accurately reflects the current study recruitment stage.	• Integration • Recruitment enhancement
Patient Association* & Recruitment Management	Study patients are linked to the respective research study, their recruitment status is up to date and Informed Consent Forms are scanned into their chart. Access to recruitment tools and reports (i.e. trackboard or OR slate)	• Patient Safety • Visibility • Integration • Recruitment enhancement
Scheduling Management	Encounters and visits related to research are linked to the respective study.	• Visibility • Integration
Documentation, Safety Reporting & Ordering Management	Study related ordering (meds and tests) are done in-system and all clinically relevant information is available to the care teams.	• Patient Safety • Visibility • Integration
Service Charge Management*	Charges are reviewed and reconciled.	• Transparency • Financial accuracy • Integration
*Streamlined information management process for interfaced studies managed by OnCore CTMS		

Research Customization “Build Request”

BUILD TYPE	DESCRIPTION	Application
Best Practice Advisory (BPA)	Rule or logic-based alerts to fire either at frontline clinical teams (“Active BPA”) or at research teams (“Silent BPA”) BPAs could be simple or complex in design	• Decision support • Recruitment • Pragmatic trials
Smart Sets or Order Sets	Pre-determined set of orders that can be pulled down and applied to patients as a “set”	• Enhance efficiency for complicated research orders • Complements decision support tools
Research Custom Reporting	Creation of custom Radar Dashboard or Reporting Workbench reports not available from pre-existing templates Able to auto-update with Connect Care data	• Data collection • Recruitment • Following research patients
Custom Flowsheets	Creation of customized flowsheets per approved study protocol requirements	• Data collection
Research eConsent *(in-development)*	Customized eConsent forms to enable in-system research consenting workflows	• Patient recruitment
Connect Care-REDCap Questionnaires *(in development)*	Leverages interfaced Connect Care data to supplement REDCap Questionnaire data	• Data collection
Click here to submit a CC research build requests to Health System Access		

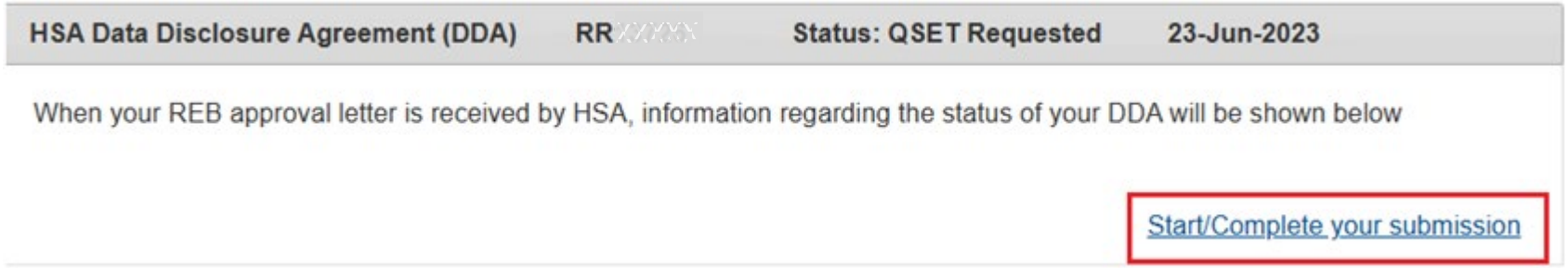
How do I submit my request for AHS resources?

University of Alberta Affiliated Researchers

or

REB Applications via Human Research Ethics Board (HREB)

- Upon being notified to submit your data request, log in to your NACTRC account and navigate to the Protocol Bank dashboard (HSA Data Disclosure Agreement Section) to get started



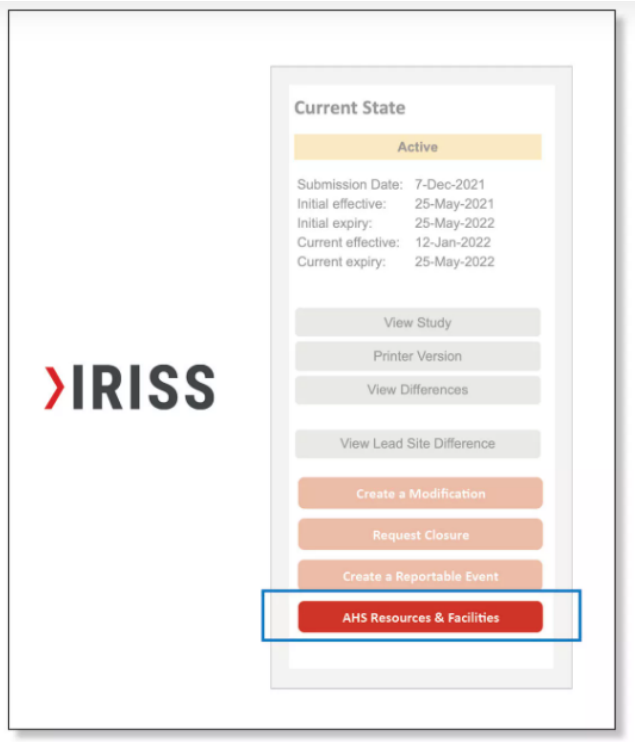
How do I submit my request for AHS resources?

REB Applications via Conjoint Health Research Ethics Board (CHREB) – *includes all University of Calgary affiliated researchers*

or

REB Applications via Health Research Ethics Board of Alberta (HREBA) – *except University of Alberta affiliated researchers*

- Submit your AHS resource request via IRISS



The AHS application menu will become available when the use of AHS services or facilities is indicated in a study's ethics application and submitted through IRISS.

How do I submit a request to provision AHS IT access for a research user?

Research users can submit their IT Access requests via the IT Access Request for Research form for the following items:

- AHS network
- Remote access
- Connect Care
- AHS systems
- AHS email
- AHS network drives

IT Access Request for Research form: https://bit.ly/3Atcngk

IT Access Request for Research

This form can be completed either by the person requiring the access or by a requester submitting on behalf of the person requiring access. IT Access (Research) will only be considered for those who are listed as study staff or research personnel on an REB approved study. For assistance with adding additional personnel to your ethics application, please contact your REB technical support helpdesk.

Your personal information is collected under the legal authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used by or disclosed for the purpose of facilitating AHS IT access for research purposes. For questions, concerns or more information about the collection, use or disclosure of your information, please contactResearch.Administration@ahs.ca.

Name of Requestor - if you are requesting AHS access on behalf of another user, provide your name

Requestor contact email

SECTION 1: GENERAL INFORMATION

Name of IT access user *

Are you an AHS employee? *

Do you currently have an AHS login ID?

What access is the user requesting? Check all that apply.

- ☐ AHS network account (AHS login)
- ☐ Direct access to AHS electronic health record systems
- ☐ Shared drive access on AHS network
- ☐ Remote access to AHS network
- ☐ External monitor access (Connect Care Portal Request ONLY)

SECTION 2: STUDY INFORMATION

For all research-related access requests, your access must be tied to an eligible REB-approved clinical research study. Please provide up to five studies that you are currently listed as Study Staff within the REB application. If you have more than five studies requiring AHS IT access, please submit this Excel spreadsheet template to Research.Administration@ahs.ca.

IT Access will only be provided for individuals who are listed as research personnel on an REB approved study.

Study 1 - Ethics ID *	Study 2 - Ethics ID	Study 3 - Ethics ID	Study 4 - Ethics ID	Study 5 - Ethics ID
Study 1 - PI Name	Study 2 - PI Name	Study 3 - PI Name	Study 4 - PI Name	Study 5 - PI Name

How do I determine if my study is Research or QI?

Visit **HREB's resource page** for more information:

- https://www.ualberta.ca/research/services/research-ethics/human-research-ethics/determining-type.html

Differences Between Research, Quality Assurance + Quality Improvement

Is your proposed activity research, quality assurance (QA), or quality improvement (QI)? All three are systematic investigations that involve data, use scientific methods, and can be broadly considered science.

The Tri-Council Policy Statement 2 (TCPS2) governing research ethics in Canada states that while research must undergo ethical review, program evaluation and qualitative improvements studies do not fall under the auspices of the TCPS2 or institutional Research Ethics Boards (REBs).

TCPS2, Article 2.5: *"Quality assurance and quality improvement studies, program evaluation activities, and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management or improvement purposes, do not constitute research for the purposes of this Policy, and do not fall within the scope of REB review."*

Guidelines for distinguishing Research, Program Evaluation, and Quality Improvement

Request an ethics review determination for your project *

* The form requires a Google login to allow response editing, however your associated email is NOT collected as part of the form. (Your UAlberta email is a Google login.)

Tips for getting and sharing your data

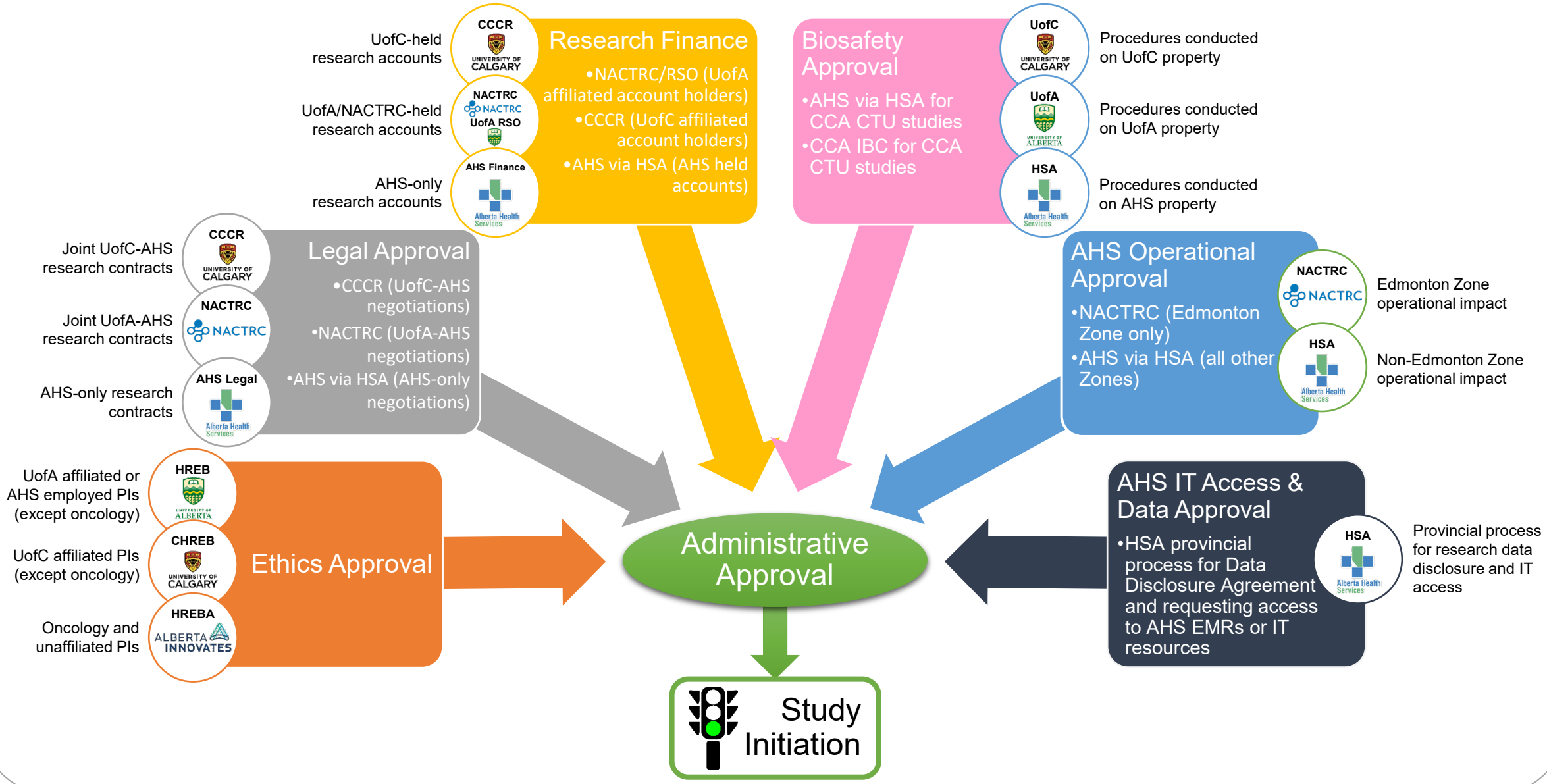
Do your homework – plan ahead

- Where will your data come from?
- How will you get the data (direct access or analyst extract)?
- Do your team members have the access they need?

Does your data include identifiable health information?

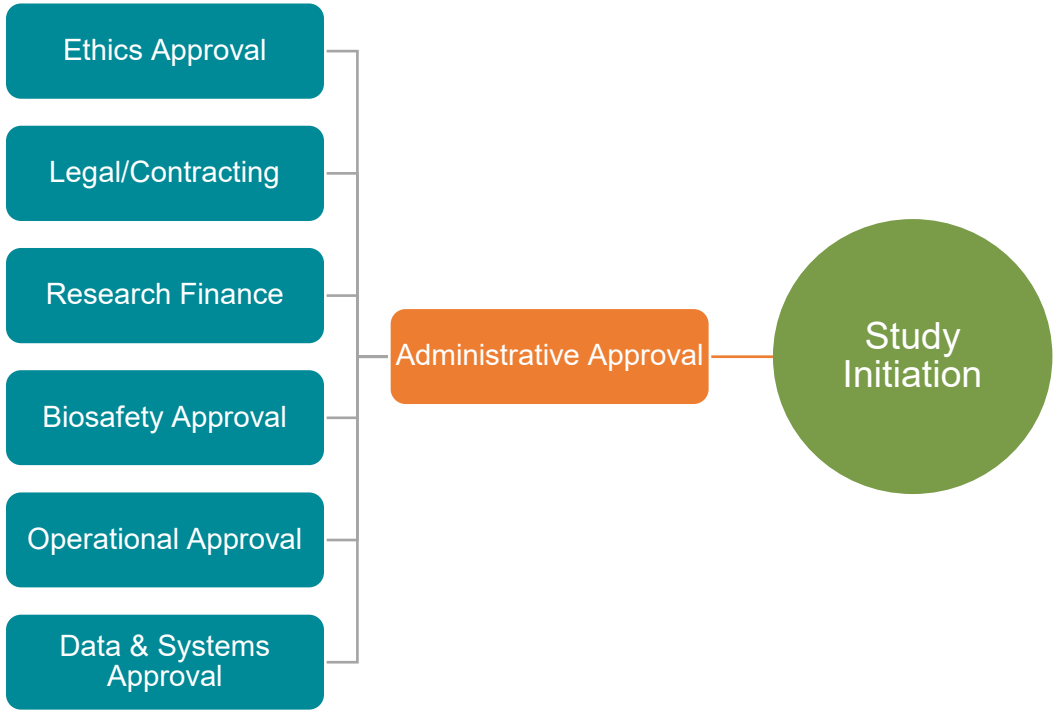
- Sharing health data requires data transfer provisions in a contract or data transfer agreement
- Think about how you will de-identify the data before you share it

AHS' Health Research Administrative System



Created by Health Evidence & Innovation, Alberta Health Services (June 2022)

AHS Health System Access is here to help!



Visit the HSA Research Resource Page or contact Research.Administration@ahs.ca for more information.