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IAM Definitions of:

AHS Employee, AHS Non-Employee, Clinical Research or Clinical Trials personnel, and Community users



A matrix showing what tool to use for different types of staff in different situations



<u>How To's</u> – directions to follow for each staff type and process

IAM Definitions



Please Remember:

IAM may define employee types differently than your organization unit or human resources department do. Keep this in mind when using IAM.

AHS Employee

IAM defines an AHS Employee as staff who are managed and paid through e-People.



AHS Non-Employee

IAM defines an AHS Non-Employee as personnel who are NOT managed and paid through e-People but who are engaged with the AHS organization in some way.



Community

IAM defines a Community user as someone who works for a privately owned physician office, pharmacy or dentist and requires access to Alberta Netcare Portal (ANP).

Community personnel do not yet use IAM directly. However, their access to certain tools is provisioned in IAM and supported by AHS IT Access and Alberta Health.



Research - Clinical Research of Clinical Trials personnel

Please do not use IAM. Please see the information matrix and How To's for directions on their processes.

RESEARCH



Matrix showing what tool to use for different staff types in different situations



Please Remember:

IAM may define employee types differently than your organization unit or human resources department do. Keep this in mind when using IAM.



Click on the underlined item to jump to its How To directions.

Type of Employee – as defined by IAM ♥	Standard Termination Process Tool ↓	Emergency Suspension Process Tool ↓	Emergency Termination Process Tool Ψ
AHS Employee → Managed and paid through e-People	<u>1. e-People</u>	2. Manual process	<u>3. IAM</u>
AHS Non-Employee → Not managed or paid through e-People	<u>4. IAM</u>	2. Manual process	<u>3. IAM</u>
Clinical Research / Trials personnel →	5. Email: Manual process Do not use IAM		

Additional Content

	6. Access process for eCLINICIAN	
Clinical Research / Trials personnel →	7. Access process for: AHS network access, AHS remote network access, file shares, Alberta Netcare Portal (ANP), and all clinical IT systems (excluding eCLINICIAN), follow the process described here.	



How To's



Please Remember:

IAM may define employee types differently than your organization unit or human resources department do. Keep this in mind when using IAM.

1. AHS Employee → Standard Termination → Use e-People Examples: retirement, resignation, etc.

- A standard termination for an AHS Employee is done in e-People, not IAM.
- This applies to all staff who are managed and paid through e-People.
- This includes, but is not limited to, staff of the following organizations:
 - Alberta Health Services
 - Covenant Health
 - Carewest
- This process does not apply to Clinical Research or Clinical Trials personnel. Please see the last page of this document for their processes.

Managers, please:

- Get in touch with your Human Resources Advisor when managing a Standard Termination for an AHS Employee.
- 2. Then perform the Standard Termination process in e-People.

2. AHS Employee & AHS Non-Employee → Emergency Suspension → Use Manual Process

Work and access are temporarily suspended on an urgent basis pending the results of an investigation.

- Emergency Suspensions are not done in IAM or e-People. Please follow the manual process described here.
- Follow this process for AHS Employees and AHS Non-Employees.
- This process includes, but is not limited to, all staff / personnel of the following organizations:
 - o AHS
 - o Covenant Health
 - Calgary Lab Services
 - o AHS Wholly Owned Subsidiaries
 - AHS Affiliates
- This process does not apply to Clinical Research or Clinical Trials personnel. Please see the last page of this document for their processes.

Managers, please:

- Get in touch with your Human Resources Advisor when managing an Emergency Suspension for an AHS Employee or AHS Non-Employee.
- 2. Then, process the Emergency Suspension using the manual process described in the *Emergency Suspension of IT Access HR Protocol* link below.

http://insite.albertahealthservices.ca/ass ets/hr/tms-hr-emergency-suspensionprotocol.pdf

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How To's



Please Remember:

IAM may define employee types differently than your organization unit or human resources department do. Keep this in mind when using IAM.

3. AHS Employee & AHS Non-Employee → Emergency Termination → Use IAM Work and access are permanently terminated on an urgent basis.

- An Emergency Termination for an AHS Employee and / or AHS Non-Employee is done in IAM.
- This includes, but is not limited to, staff / personnel of the following organizations:
 - Alberta Health Services
 - Covenant Health
 - Carewest
 - AHS Wholly Owned Subsidiaries
 - AHS Affiliates
- This process does not apply to Clinical Research or Clinical Trials personnel. Please see the last page of this document for their processes.

Managers, please:

- Get in touch with your Human Resources Advisor when managing an Emergency Termination for an AHS Employee or AHS Non-Employee.
- 2. Then perform the Emergency Termination process in IAM.

4. AHS Non-Employee → Standard Termination → Use IAM Examples: retirement, resignation, etc.

- A Standard Termination for an AHS Non-Employees is done in IAM.
- This applies to all staff who are NOT managed or paid through e-People.
- This includes, but is not limited to, personnel of the following organizations:
 - AHS Wholly Owned Subsidiaries
 - AHS Affiliates
- This process does not apply to Clinical Research or Clinical Trials personnel. Please see the last page of this document for their processes.

Managers, please:

- Get in touch with your Human Resources Advisor when managing a Standard Termination for an AHS Non-Employee.
- 2. Then perform the Standard Termination process in IAM.



5. Clinical Research or Clinical Trials personnel \rightarrow Standard Termination, Emergency Suspension, Emergency Termination \rightarrow Manual process

Attention all Researchers, Research Coordinators or Assistants, and AHS staff submitting requests on behalf of research teams, do not use IAM.

Please use the process described here.

All Researchers, Research Coordinators or Assistants and AHS staff submitting requests on behalf of research teams:

To suspend or terminate IT Access for clinical research or clinical trial personnel, please submit requests for staff suspension or termination via email to the AHS Provincial Research Administration team.

research.administration@ahs.ca

6. Clinical Research or Clinical Trials personnel → Access to eCLINICIAN → Manual process

For all eCLINICIAN access requests

Attention all Researchers, Research Coordinators or Assistants, and AHS staff submitting requests on behalf of research teams, do not use IAM.

Please use the process described here.

All Researchers, Research Coordinators or Assistants and AHS staff submitting requests on behalf of research teams:

If you are a researcher in the Edmonton Zone and require access to eCLINICIAN, please do so via:

- MACTRC online information: www.clinicaltrials.ualberta.ca
- ☑ ISOResearch@albertaheatlhservices.ca

7. Clinical Research or Clinical Trials personnel → Access → Manual process For all access including: AHS network access, AHS remote network access, file shares, Alberta Netcare Portal (ANP), and all clinical IT systems (excluding eCLINICIAN), follow the process described here.

Attention all Researchers, Research Coordinators or Assistants, and AHS staff submitting requests on behalf of research teams, do not use IAM.

Please use the process described here.

All Researchers, Research Coordinators or Assistants and AHS staff submitting requests on behalf of research teams:

To request access to the above systems or processes, please submit the IT Access Request for Research form.

- Click here (or visit http://bit.ly/1NTJabJ) to launch and complete the IT Access Request for Research form.
- research.administration@ahs.ca

- end -

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