

## Privacy and Security Awareness

**Table 1: Privacy and Security Awareness Training and Confidentiality Agreement/Acknowledgments**

Name	Description
U of A privacy and security training	<p>As a University employee, you are required to take the University of Alberta privacy and security course (mandatory).</p> <ul style="list-style-type: none"> <li>The related policy can be found here (see 4h) <a href="http://www.ipo.ualberta.ca/~media/ipo/Policies%20and%20Procedures/Access-to-Information-and-Protection-of-Privacy-Procedure.pdf">http://www.ipo.ualberta.ca/~media/ipo/Policies%20and%20Procedures/Access-to-Information-and-Protection-of-Privacy-Procedure.pdf</a></li> <li>The course can be found here <a href="https://privacyandsecurity.ualberta.ca/">https://privacyandsecurity.ualberta.ca/</a></li> </ul>
U of A privacy and security acknowledgement	<p>As a University employee, you are required to sign the confidentiality acknowledgement annually (mandatory).</p> <ul style="list-style-type: none"> <li>The related policy can be found here (see 4g) <a href="http://www.ipo.ualberta.ca/~media/ipo/Policies%20and%20Procedures/Access-to-Information-and-Protection-of-Privacy-Procedure.pdf">http://www.ipo.ualberta.ca/~media/ipo/Policies%20and%20Procedures/Access-to-Information-and-Protection-of-Privacy-Procedure.pdf</a></li> <li>The privacy and security acknowledgement form can be found here (must take privacy and security training before you can access the form) <a href="https://privacyandsecurity.ualberta.ca/">https://privacyandsecurity.ualberta.ca/</a></li> </ul>
Faculty of Medicine and Dentistry HIA training and Quiz	<p>If you work with health information, you must be aware of the requirements of the Health Information Act (mandatory). Online HIA training developed by the Faculty of Medicine and Dentistry is available via Moodle <a href="https://moodle.med.ualberta.ca/course/view.php?id=578">https://moodle.med.ualberta.ca/course/view.php?id=578</a></p> <p>At the end of the training, a quiz will test your knowledge. With successful completion of the quiz, a certificate will be awarded. The certificate is required to prove completion of training.</p> <p>The Faculty also provides in-person HIA training upon request.</p>
AHS privacy and security training, HIA training and the AHS confidentiality and user agreement	<p>AHS has the following privacy and security awareness training</p> <ul style="list-style-type: none"> <li>AHS Information &amp; Privacy and IT Security &amp; Awareness video <a href="http://www.albertahealthservices.ca/info/Page3962.aspx">http://www.albertahealthservices.ca/info/Page3962.aspx</a></li> <li>AHS Information Privacy and IT Security Awareness online learning module (required to be taken every 3 years) <a href="http://www.albertahealthservices.ca/info/Page3962.aspx">http://www.albertahealthservices.ca/info/Page3962.aspx</a></li> <li>Health Information Act Awareness (optional) <a href="http://www4.albertahealthservices.ca/HIA_Awareness/index.html">http://www4.albertahealthservices.ca/HIA_Awareness/index.html</a></li> </ul> <p>AHS has a confidentiality and user agreement that must be signed before obtaining access to AHS systems. The agreement is available upon completion of the Information Privacy and IT Security Awareness online learning module. Departments will also keep a copy of this agreement in their local employee files.</p> <ul style="list-style-type: none"> <li>Information regarding AHS Confidentiality and User Agreement <a href="http://www.albertahealthservices.ca/info/Page3962.aspx">http://www.albertahealthservices.ca/info/Page3962.aspx</a></li> </ul>

	<p>information can be found on the AHS website  <a href="http://www.albertahealthservices.ca/3934.asp">http://www.albertahealthservices.ca/3934.asp</a></p>
eClinician privacy and security training module	<p>If you use eClinician, you must take the eClinician privacy and security training. If you have not taken the online module, it is recommended that you refresh your classroom training and take the online training.  <a href="http://www.albertahealthservices.ca/info/Page10018.aspx">http://www.albertahealthservices.ca/info/Page10018.aspx</a></p> <p>If you are an Access Administrator, there is additional training that is required. University employees who are designated Access Administrators must take the External Access Administrator Training and review the External Access Administrator Guide found here  <a href="http://www.albertahealthservices.ca/info/Page10336.aspx">http://www.albertahealthservices.ca/info/Page10336.aspx</a></p> <p>The ISF Governance Committee and AHS will send important communications to staff via their eClinician in-basket as well as through other communication channels.</p>

**Table 2: Privacy and Security Policies and Procedures**

Name	Description
U of A privacy and security related policies and procedures	<p>As a University employee you must read and abide by university policies and procedures (mandatory). Talk to you supervisor to ensure you are aware of all relevant policies and procedures.</p> <ul style="list-style-type: none"> <li>Here is a link to some key University privacy and security policies  <a href="http://www.ipu.ualberta.ca/Policies-and-Procedures.aspx">http://www.ipu.ualberta.ca/Policies-and-Procedures.aspx</a></li> <li>The Faculty of Medicine and Dentistry lists key policies and procedures here  <a href="https://www.med.ualberta.ca/about/policies">https://www.med.ualberta.ca/about/policies</a></li> </ul>
Faculty of Medicine and Dentistry privacy and security related policies and procedures	<p>As an employee within the Faculty of Medicine and Dentistry, you must read and abide by applicable Faculty of Medicine and Dentistry policies (mandatory).  <a href="https://www.med.ualberta.ca/about/policies">https://www.med.ualberta.ca/about/policies</a></p> <p><u>Key Privacy-Related Policies include:</u>                      Faculty of Medicine &amp; Dentistry Health Information Policy and Procedures (draft)                      Faculty of Medicine &amp; Dentistry Email Policy (draft)                      Faculty of Medicine &amp; Dentistry eClinician Policy and Procedures (draft)                      MedIT Encryption Policy                      MedIT USB Policy</p>
Department privacy and security related policies and procedures	<p>Check with your Department to be sure you are aware of all policies, procedures, standards and guidelines that you are expected to follow (mandatory). Contact your department for more information.</p>
AHS policies and procedures	<p>If you use a system managed by AHS, work on the AHS network or are working in an AHS facility, you will be required to abide by the relevant AHS policies and procedures. AHS policies and procedures are available on their Intranet under the Information &amp; Technology Management sub heading <a href="http://insite.albertahealthservices.ca/corporate-policies.asp">http://insite.albertahealthservices.ca/corporate-policies.asp</a></p> <p>Some privacy and security related policies and procedures are also available on the Internet under the Information &amp; Technology Management sub heading  <a href="http://www.albertahealthservices.ca/210.asp">http://www.albertahealthservices.ca/210.asp</a></p>

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	AHS Medical Staff Bylaws <a href="http://www.albertahealthservices.ca/medstaff/Page7086.aspx">http://www.albertahealthservices.ca/medstaff/Page7086.aspx</a>
Covenant	If you are using a system managed by Covenant or are working in a Covenant facility you will be required to abide by the relevant Covenant privacy and security policies and procedures. Contact the Covenant privacy office for more information.
eClinician- sEMR Information Exchange Protocol	If you use eClinician, you must abide by the Information Exchange Protocol under the Information Sharing Framework <a href="http://www.albertahealthservices.ca/Assets/info/hp/iso/if-hp-iso-isf-emr-iep.pdf">http://www.albertahealthservices.ca/Assets/info/hp/iso/if-hp-iso-isf-emr-iep.pdf</a>  For more information on this framework please go to the AHS website <a href="http://www.albertahealthservices.ca/info/Page10015.aspx">http://www.albertahealthservices.ca/info/Page10015.aspx</a> ISF Policies, Procedures, Standards <a href="http://www.albertahealthservices.ca/info/Page10023.aspx">http://www.albertahealthservices.ca/info/Page10023.aspx</a>