# AlfredHealth Information Systems
## New Account for External Researcher/ Auditor/ Monitor

❖ This form must be completed in order to request access for non-Alfred Health personnel (researcher, auditor or monitor) to access electronic medical records of consenting patients for clinical research purposes.
❖ Please use the normal ITS request forms for modification or deletion purposes.

## PERSONNEL DETAILS (PLEASE PRINT CLEARLY IN BLOCK LETTERS)
### *FOR EXTERNAL RESEARCHER/ AUDITOR/ MONITOR*
*All fields on this form are required and must be completed; incomplete forms will be returned to the Department Manager for correction. Access will be granted ==within 5 working days== of ITS receiving the correctly completed form.*

**Full Name**:

**Job Title**: _____

**Institution/ Organisation:** _____

## RESEARCH PROJECT DETAILS
*Please attach the ethics approval certificate with this form.*

**Ethics Project Number:** _____   **Date of Ethics Approval:**   /   /

**Principal Investigator:**

**Name of Research Study Project:** _____

_____

**Research Study Coordinator:**

*(The Research Study Coordinator is an Alfred Health staff member responsible for granting proxy access to this account)*

**Email:** _____

**Department:** _____ **Campus**: _____ **Ext #:** _____ **Mobile #:** _____

## ACCESS DETAILS

Windows _____ ☐ _____

Cerner (PowerChart only) _____ ☐ Old Cerner ID *(if requestor already has one)* _____
*Cerner Position to be given: "Auditor / Researcher"*

**Access Period:** Start Date:   /   /   Expected End Date:   /   /   *[max allowed: 12 months]*

## AUTHORISATION

**Name of Alfred Health Head of Department or Alfred Health Contact (for external researcher):** _____ **Ext. #:** _____ **Mobile #:** _____

**Signature:** _____ **Date:**   /   /

*After the account is created, ITS Helpdesk will email a notification to the Research Study Coordinator.*

### Send form to ITS Helpdesk Basement MWB, The Alfred.

| ITS USE ONLY: | | |
|---|---|---|
| ACCOUNT AMENDED BY: (OFFICER NAME): | DATE:   /   / | INFRA # |

## CONDITIONS OF USE OF INFORMATION & COMMUNICATION TECHNOLOGY

The following terms and conditions are provided for the purposes of ensuring that the integrity of the Alfred Health Information and Communication Technology (ICT) is not compromised and that these resources are effectively and appropriately applied across the organisation. For the purpose of this document, an approved non-staff personnel is known as 'account holder'

All use of Alfred Health ICT is governed by these terms and conditions. Any breach of these may result in serious disciplinary action. These conditions do not replace other codes of conduct; particularly those embodied in employment contracts and through the requirements of specific professional bodies. It is the responsibility of the individual account holder to clarify any confusion or uncertainty that may arise in the interpretation and understanding of these terms and conditions. This should be achieved through contacting the Information Technology Services Department (ITS).

In accessing the Alfred Health ICT, account holder must adhere to the following:

1.  Information and Communication Technology (ICT) resources are provided for use by Alfred Health approved personnel to assist them in performing their required work duties. Access to ICT resources for personal use should be kept to a minimum, should not interfere with work requirements and shall be controlled at the discretion of the account holder's Alfred Health manager or supervisor.
2.  Passwords are provided securely to account holder and they shall not be shared. Account holder shall not log on under any other user ID other than their own. If one suspects that their password has become known by someone else, they shall report this to the ITS Department as a matter of urgency and arrange for the password to be changed.
3.  No software is to be installed on networked devices without the approval of the ITS Department.
4.  You must not install any software that is not legitimately licensed to Alfred Health or constitutes an infringement of copyright.
5.  You must not deliberately attempt to breach the security of the system.
6.  You must take every precaution to protect and safeguard the privacy and confidentiality of data residing on the systems, as per the Health Records Act 2001 (VIC) and the Information Privacy Act 2000 (VIC).
7.  You will not intentionally harm any of the equipment or destroy the integrity of the data.
8.  Data residing on the Alfred Health information systems remains the property of Alfred Health. Copying any of this data requires the explicit permission of a Department Manager or Executive and can only be used for work duties.
9.  You must not intentionally interrupt the processing of any facet of the system, particularly during the log on process.
10. You must not use the systems in a manner that;
    a)  may have the effect of causing harassment of any other person;
    b)  is sexually explicit;
    c)  is racially, or religiously intolerant or otherwise offensive.
11. You must not change or attempt to change, or in any other way interfere with, software data or files which have been developed by another person except with explicit approval from ITS or a Department Manager or supervisor.
12. You must not permit unauthorised access to any files, data or software, for which they are responsible or to unlawfully acquire files, data or software from any source.
13. You must not use the ICT facilities and resources for any activity in contravention of state or federal laws.
14. You must not connect any ICT facilities or resources (such as PCs, servers, modems, etc) to the Alfred Health IT network without the approval of ITS.
15. You must report immediately to a member of the staff of ITS:
    a)  any computer, connection or software fault;
    b)  any suspicion that unauthorised access has been gained to the Alfred Health ICT, or that an attempt has been made to interfere with any item of equipment or system software;
16. The Internet must only be used in accordance with the Alfred Health guidelines (eg, no blogging, social networking or access to inappropriate websites). All Internet usage will be logged.
17. All access to the patient information systems will be logged with an audit trail of actions, whether it is to view or modify a patient record.
18. It is your responsibility to comply with the above and familiarise with the latest changes to the Alfred Health's IT Security Policy available upon request or download from the Alfred Health's Intranet.
19. No information shall be saved or printed.


**Authorised:**

**Director, Information Technology Services & CIO/ Manager, Ethics Committee**
**August 2010**

**Declaration**

**I acknowledge that I have read and understand the above policy and agree to accept the responsibilities and abide by Alfred Health's IT Security Policy.**

**External Researcher/ Auditor/ Monitor Name:** ……………………………………………………
(PLEASE PRINT CLEARLY IN BLOCK LETTERS)

**Signature:** ………………………………………………… **Date:** / /