

**AHSSC**

## Alberta Health Services Security Check

Under *The Protection for Persons in Care Act*, Alberta Health Services (AHS) has a legal obligation to ensure that parties engaged in the delivery of care or support services for AHS undergo both:

1. a Police Information Check, sometimes called a Police Check, Criminal Records Verification or a Criminal Records Check; and
2. a Vulnerable Sector Search, sometimes called a Violent Offenders or Sexual Offenders Search.

*These are often provided on one document and clinical privileges cannot be granted until the requirement is met.*

### Applicability:

- All new clinicians (physicians, trainees, dentists, oral surgeons, and podiatrists) must complete the AHSSC requirement prior to being granted clinical access. If you have provided an AHSSC previously, but there has been a gap of 30 days or more in your relationship with AHS, we will require a new AHSSC (e.g. if you are returning to Calgary after an elective or locum appointment several months previously).
  - Community Staff under the AHS Medical Staff Bylaws and Rules with no Clinical Privileges (sites of clinical activity) are not AHS providers under the Act and do not need to provide an AHSSC.

### Requirements and Deadlines:

- The AHSSC should be obtained through your local police agency where you have lived for at least 6 months.
  - Process and timelines vary by jurisdiction please apply in a timely manner and keep a copy of the receipt as proof you have purchased it. If you have not received your AHSSC one week prior to your commencement please let us know as a receipt alone is not sufficient.
- AHSSC must **not be older than 90 days** ahead of your commencement date.
- Checks in languages other than English and French should be submitted with a certified translation.
- Original documents must be submitted to Medical Affairs (unless directed otherwise by the Program):

*Southport Tower*  
5<sup>th</sup> Floor, 10301 Southport Lane SW  
Calgary, Alberta Canada T2W 1S7

**Deferrals for delayed Security Checks or exceptions are subject to approval by the Zone Medical Director or designate. Exceptions to any of the requirements (e.g. Vulnerable Sector Search is absent or you're only able to submit a copy of a check previously used for immigration purposes) will require a Statutory Declaration to be signed by you and a Commissioner for Oaths once in Alberta and submitted with all other available documentation.**

### **REFERENCES**

*Protection For Persons In Care Act* <http://www.qp.alberta.ca/>  
*AHS Delegation of Human Resources Authority Policy #1119*  
*AHS Recruitment and Employment Practices Policy #1116*

### **Known Jurisdictional Differences in Process**

- **Calgary Police Service:** <https://policeinformationcheck.calgarypolice.ca/> → This link can be used to obtain your Security Check on the Calgary Police Service website. Please use "Alberta Health Services – Physicians, Dentists, Podiatrists, Residents, Fellows" for the Agency Name.
- **MYBackCheck.com:** If your local police agency has provided something using MyBackCheck.com, please follow-up with your police agency to obtain the original check.
- **Toronto Police Services (TPS):** To request a vulnerable sector search from TPS you will need a Waiver Form signed by a registered contact person for AHS. To obtain a signed Waiver Form please email a request with a copy of your government issued photo ID (e.g. driver's license) to [CAL.MedicalEducationOffice@ahs.ca](mailto:CAL.MedicalEducationOffice@ahs.ca). We will provide you with the waiver that you will need to print on legal sized paper, complete any missing fields, sign and mail the original to Toronto Police with your money order.
- **Canadians returning from the USA:** Many US police agencies only provide a local record search, so an FBI Criminal History Summary Check is required.

### Unclear Check Received

- If something does turn up, there is a process. Medical Affairs will contact you with further instructions.