

Applies To: Staff Department: Obstetrics and Gynecology Revised: Effective Date: 1/1/18
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Title: Computers for Staff Employees		Guidelines			
Patient Age Group:	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> All Ages	<input type="checkbox"/> Newborns	<input type="checkbox"/> Pediatric	<input type="checkbox"/> Adult

STAFF COMPUTER GUIDELINES

All staff employed in the Department of OB-GYN will be issued a UNM computer. Staff will have one computer permanently assigned to them. If a staff member requests and receives a laptop, that computer will be their primary computer and will be used at their desk with a docking station. Permanent laptops may not always be available and will be issued based on business need. Staff will not be permanently assigned more than one computer.

OCCASIONAL USE OF LAPTOPS

Staff whose primary computer is a desktop, may, on occasion, require the use of a laptop computer. This would include tasks such as minute taking, meeting coordination, etc. There will be a pool of laptops available for check out. Staff may check out laptops for up to 3 days, then they must be returned to the IT department. Long term check out of laptops will not be permitted except in extraordinary circumstances with Department Administrator approval.

REPLACEMENT OF STAFF COMPUTERS

Computers will be replaced and renewed as budget permits, with the oldest computers taking priority.

DOCUMENT APPROVAL & TRACKING

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