




| STANDARD OPERATING PROCEDURE FOR USE OF HOSPITAL ELECTRONIC TABLET DEVICES ON WARDS FOR EDUCATION BY CARDISC CNSp | |
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| Our Lady's Children's Hospital, Crumlin | |  |
| Document Name: SOP for use of Hospital Electronic Tablet Devices on Wards for Education | | |
| Reference Number: HETDW-05-2016-MCNGCY-V1 | Version Number:1 | |
| Date of Issue: September 2020 | Page 2 of 7 | |

CONTENTS

| | Page Number |
|---|--------------------|
| 1.0 Introduction | 3 |
| 2.0 Definition of Standard Operating Procedure (SOP) | 3 |
| 3.0 Applicable to | 3 |
| 4.0 Responsibilities | 4 |
| 5.0 Cleaning the Tablet Devices | 5 |
| 6.0 Background | 5 |
| 7.0 Purpose | 6 |
| 7.1 Procedure for use | 6 |
| 8.0 References | 7 |

| | | |
|---|------------------|--|
| Our Lady's Children's Hospital, Crumlin | |  |
| Document Name: SOP for use of Hospital Electronic Tablet Devices on Wards for Education | | |
| Reference Number: HETDW-05-2016-MCNGCY-V1 | Version Number:1 | |
| Date of Issue: September 2020 | Page 3 of 7 | |

Introduction

A tablet is a mobile computer with a touchscreen display, circuitry, and battery in a single device. Tablets touchscreen display uses the recognition of finger or stylus gestures replacing the usage of the mouse and keyboard. They usually feature on-screen, pop-up virtual keyboards for typing. Tablets may have physical buttons for basic features such as speaker volume and power, and ports for network communications and battery charging. Tablets are typically larger than smartphones or personal digital assistants with screens 7 inches (18 cm) or larger, measured diagonally.

2.0 Definition of Standard Operating Procedure

The term '**Standard Operating Procedure**' is a way of carrying out a particular course of action and includes operations, investigations, pharmaceutical treatment, examinations and any other treatment carried out.


3.0 Applicable to

Cardiac Clinical Nurse Specialists.

Points to note

Do's

1. Ensure you are aware of CHI at Crumlin guidance on security and confidentiality of patient information
2. Always adhere to the Data Protection Acts 1988 and 2003
3. Always adhere to the CHI at Crumlin guidance on Email / Internet / Intranet usage.
4. Always adhere to the CHI at Crumlin Policy on Social Media for nursing staff (2014) when using your tablet in the workplace.
5. Always use professional judgment when using a tablet in the workplace
6. Always decontaminate hands before and after tablet use
7. Ensure your tablet is decontaminated on a frequent basis using the appropriate disinfection wipe.

| | | |
|---|------------------|--|
| Our Lady's Children's Hospital, Crumlin | |  |
| Document Name: SOP for use of Hospital Electronic Tablet Devices on Wards for Education | | |
| Reference Number: HETDW-05-2016-MCNGCY-V1 | Version Number:1 | |
| Date of Issue: September 2020 | Page 4 of 7 | |

Don'ts

8. Never give the tablet or charger to a patient or parent/guardian.
9. Never use the tablet to take photos of patients in the workplace, including photos of lesions or wounds, the hospital photographer will photograph patients for clinical purposes.
10. Never access Facetime, Facebook, Twitter, Instagram, Snapchat or any other social networking or social media sites during the working day.

Failure to adhere to this Policy could result in disciplinary action.

4.0


Responsibilities

Users

Each user is responsible for:

- Complying with the terms of this SOP and all other relevant OLCHC policies, procedures, regulations and applicable legislation;
- Respecting and protecting the privacy and confidentiality of the information they process at all times;
- Reporting all misuse and breaches of this policy to their line manager.

It is the responsibility of all staff to ensure the tablet is secure at all times. An assigned staff member is to ensure device is plugged in and charged at all times when not in use.

| | | |
|---|------------------|--|
| Our Lady's Children's Hospital, Crumlin | |  |
| Document Name: SOP for use of Hospital Electronic Tablet Devices on Wards for Education | | |
| Reference Number: HETDW-05-2016-MCNGCY-V1 | Version Number:1 | |
| Date of Issue: September 2020 | Page 5 of 7 | |

5.0 Cleaning the Tablet Devices

The best method to disinfect the electronic tablet devices is with isopropanol alcohol wipes. Simply rubbing the screen for a few moments is enough to remove built-up fingerprints.

This is only in the case of a tablet device that has a screen protector.

In the event that the screen protector itself requires cleaning use the following steps:

- Peel the screen protector off of your device.
- Wash your hands in soapy water. Avoid using any hand wash containing harsh chemicals such as chlorine or bleach.
- Run the screen protector under water to rinse off the sticky side.
- Wash the sticky side of the screen protector gently with soapy water. Rinse and repeat -- it may take several tries to clean off all the dirt and smudges.
- Give the screen protector a final rinse.
- Let the screen protector air dry in an area void of dust or lint
- Why dry, reapply the screen protector by carefully aligning it with the tablet edges and smoothing into place. Wipe any air bubbles toward the edges with a smooth implement like a credit card


If a tablet device does not have a screen protector the best method to clean it is to rub with a lint-free microfiber cloth for a few moments. Never use paper towels or napkins to wipe off any kind of screen that does not have a screen protector. Paper is made of shredded wood, and the wood fibers can scratch the display, especially over several years of cleaning.

Never use a glass or window cleaning product on a tablet device screen that does not have a screen protector. Some device makers put coatings on the screens to help repel skin oil, and the solvents in cleaning products can strip these coatings off.

6.0

Background

Education is an integral part of the CNSp role. The use of applications such as Heartpedia and Ped Heart facilitates this and allows parents to visualise and understand their child's cardiac condition.

| | | |
|---|------------------|--|
| Our Lady's Children's Hospital, Crumlin | |  |
| Document Name: SOP for use of Hospital Electronic Tablet Devices on Wards for Education | | |
| Reference Number: HETDW-05-2016-MCNGCY-V1 | Version Number:1 | |
| Date of Issue: September 2020 | Page 6 of 7 | |


7.0

Purpose

This SOP outlines the procedure to be followed regarding the use of Electronic tablet devices throughout OLCCH including maintaining the security and safe functioning of the device. The tablet is the property of the cardiac team at all times and must not be shared with other wards or otherwise removed from the CNSp office. The tablet is provided for educational purposes only. Personal use such as accessing the internet or use of the camera is not permitted.

7.1 Procedure for use:

- (a) The tablet must be kept in a locked CNSp office on the 4th floor medical tower at all times. All staff must be security conscious at all times to ensure the tablet is always present and charging in its stand.
- (b) An assigned staff member is to ensure device is plugged in and charged at all times when not in use and to ensure the tablet is secure at all times.
- (c) The tablet must be checked once daily to ensure it is present and fully charged.
- (d) The tablet must only be used for the purposes of education provided by the cardiac CNSp group. Any unauthorised use of the tablet for personal use is prohibited.
- (e) The tablet will be signed out when in use and signed back in on return.

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|---|------------------|--|
| Our Lady's Children's Hospital, Crumlin | |  |
| Document Name: SOP for use of Hospital Electronic Tablet Devices on Wards for Education | | |
| Reference Number: HETDW-05-2016-MCNGCY-V1 | Version Number:1 | |
| Date of Issue: September 2020 | Page 7 of 7 | |

11.0 References

[OLCHC Email / Internet / Intranet Usage Policy 2013](#)

[OLCHC Policy for nursing staff on the use of Smart / Personal mobile phones for work purposes 2014](#)

[Policy on the use of Social Media for nursing staff and Healthcare assistants 2014](#)

[NMBI Guidance to Nurses and Midwives on Social Media and Social Networking 2013](#)

[Data Protection Acts 1988 and 2003](#)

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