



## Policy for use of Libertatem Healthcare Group Tablets and Laptops

Notice to employees using a paper copy of this policy  
The company Policies page of Shared drive holds the most recent version of this document and all employees must ensure that they are using the most recent guidance.

## Document Control

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| <b>Document Name</b>                 | Policy for use of LHG tablets and laptops  |
| <b>Author</b>                        | Karen Hodgkinson   |
| <b>Purpose</b>                       | This policy provides a framework for all Libertatem Healthcare support workers registered with the company and all employees of Libertatem Healthcare in operating and usage of LHG Tablets or laptops in a client's home. |
| <b>Compliant with CQC Regulation</b> |  |
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| <b>Distribution</b>                  | All staff  |

## Version Control

| <b>Version</b> | <b>Date</b> | <b>Amended by</b> | <b>Comments</b>   |
|----------------|-------------|-------------------|---|
| V1.0           | Jan 2017    | Dan Johnson       | New policy implemented  |
| V2.0           | 03.7.2019   | Karen Hodgkinson  | Updated to reflect use of laptops and added standard document and version control |
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## **Introduction**

Libertatem Healthcare Group, where requested or where it is required, will provide a company registered 'Tablet' or laptop in the service users home to enable support staff access to our secure network or the Electronic Medication Administration Record application. The purpose of the technology is to allow live access to client's current care plans, enable live and secure daily records to be submitted immediately after/during each shift, recording of medication administration on the electronic medication administration record.

The tablet/ lap top will also allow support workers to complete their log of shift times via time sheet portal and submit weekly.

## **Scope**

This policy provides a framework for all Libertatem Healthcare support staff registered with the company and all employees of Libertatem Healthcare in dealing with people using the company's services and clients.

This policy deals with the using of the Libertatem Healthcare's tablets and laptops.

The policy applies to all areas within the organisation in client care settings; and applies to all employees and support staff completing duties.

## **Purpose**

The purpose of this policy is to explain the standards that Libertatem Healthcare requires in relation to the operation of the tablets and laptops.

The policy makes clear what people are permitted and are not permitted to utilise company property.

The aims and outcomes of this policy promote standardised regulations and ensure each staff member is aware of what is and is not permitted.

## **Aims**

- To ensure each staff member has an understanding of how the tablets/ laptops work
- To ensure the tablets/ laptops are not mistreated
- To ensure each tablet/ laptop remains up to date with the latest software available
- To ensure each tablet/ laptop is fit for purpose

## **Outcomes**

The policy & procedure will, as far as is reasonably practical, be easy to understand, accessible to all clients, employees, and client care staff and include information about support

All employees will receive an appropriate level of training to enable them to:

- Access necessary files
- Record and send necessary logs during and at the end of each shift
- Record and submit daily/weekly timesheets

Libertatem Healthcare will ensure that all staff are aware of the restrictions applied to using company policy.

Libertatem Healthcare will ensure that all staff are accountable for their own actions when using the tablets or laptops.

## Appendix 1 Accessing clients files

Upon successful induction into a care package, each care staff will be given client specific passcodes to open the device

To active the tablet/ laptop press the top left button/swipe up to unlock – enter client specific passcode

Select the app 'RD Client' and client on the desktop icon to connect to the shared desktop

Enter client specific Username and Password (case sensitive)

Using your finger or the tablet pen double click on the 'Files icon' and select the L:Drive

You will now see access to the Client Folder – the care plan and supporting document are stored in here

## Appendix 2 Submitting Daily Logs/Additional Record forms

Upon successful induction into a care package, each care staff will be given client specific passcodes to open the device

To active the tablet press the top left button/swipe up to unlock – enter client specific passcode

Select the app 'RD Client' and client on the desktop icon to connect to the shared desktop

Enter client specific Username and Password (case sensitive)

Using your finger or tablet pen as the mouse select the Login\_Register\_Libertatem

Enter your specific username and pass word

Select the appropriate form, complete and save

## Appendix 3 Recording Shifts/Submitting Timesheets

Upon successful induction into a care package, each care staff will be given client specific passcodes to open the device

To active the tablet press the top left button/swipe up to unlock – enter client specific passcode

Select the app 'RD Client' and client on the desktop icon to connect to the shared desktop

Enter client specific Username and Password (case sensitive)

Using your finger or the tablet pen as a mouse select the Timesheet Portal icon

Enter your email address and password to enter the system

## Appendix 4

### Usage guide

| Acceptable Usage   | Unacceptable Usage  |
|--|---|
| <ul style="list-style-type: none"><li>- Emailing office/Case Manager/Regional Lead Nurse with urgent information or necessary alterations</li><li>- Accessing required apps/google searches if requested to do so by the client</li><li>- Reviewing necessary client files</li><li>- Submitting Timesheets</li><li>- Recording daily logs and record keeping</li><li>- Using the camera function to evidence information related to the clients care</li></ul> | <ul style="list-style-type: none"><li>- Downloading any additional apps or media without specific authorization from a Company Director</li><li>- Undertaking google searches that breach Libertatem Healthcare's policy's</li><li>- Undertaking personal activities such as social media/email</li><li>- Editing any client files unless authorised to do so by a company Director</li><li>- Removing the tablet from the property without authorisation from a company director</li></ul> |

## Appendix 5

### Daily requirement

- Ensure the Tablet/ laptop retains 50% charge at all times
- Ensure the Tablet/ laptop is kept in the agreed place at the end of each shift
- Ensure shifts times are logged at the end of each shift
- Ensure Daily logs/required records are completed and submitted at the end of each shift
- Ensure the tablet is locked at the end of each shift