

POLICY/PROCEDURE

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| TITLE: | NURSING INFORMATICS SKILLS LAB | ORIGINAL DATE: August 2010 |
| IDENTIFICATION NUMBER: | OP 4005 | LAST REVISION DATE: September 2014 |
| HOSPITAL(S) | ALL HMC HOSPITALS | NEXT REVIEW DATE: September 2017 |
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1.0 POLICY STATEMENT/PURPOSE:

- 1.1 This policy is formulated for all Hamad Medical Corporation nursing staff to ensure proper and acceptable use and preserve the integrity of the Nursing Informatics skills lab and its physical set up.
 - 1.1.1 The Nursing Informatics skills lab is to provide equipment and facilities in which HMC nursing staff can develop computer skills, utilize CIS software/hardware applications for classroom learning/training and access to internet.

2.0 DEFINITIONS:

- 2.1 **Nursing Informatics Skills Lab** - A place where nursing staff can use a computer for training purposes, practice computer skills and access to 24-hour internet connection. It is available in various strategic locations across HMC facilities and is open to all HMC nursing staff.

3.0 PROCEDURE/PROCESS:

- 3.1 The Nursing Informatics skills lab shall be available only to all nursing staff through an authorization process that gives access to selected web services comprising of email system, internet, and intranet for personal and work-related educational purposes.
- 3.2 The Nursing Informatics skills lab provides HMC nursing staff access to computers for:
 - 3.2.1 Practicing word processing, excel spreadsheet, PowerPoint presentation or any other related applications.
 - 3.2.2 Practicing skills learned on CIS related trainings
 - 3.2.3 Twenty four (24) hour internet access
- 3.3 Skills lab shall be utilized anytime by Nursing Informatics Department for computer competency validation, instructional presentations and any other training.
- 3.4 Skills Lab facilities and services shall not be used by any other entity without prior permission and consent from Nursing Informatics Department.

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- 3.5 Nursing Informatics Department shall support the use of internet service to improve internet knowledge and skills that shall be assisted in the personal and professional development.
- 3.6 All nursing staff shall ensure accountable and appropriate use of Skills Lab in order to improve and support the HMC's reputation.
- 3.7 The Skills Lab shall be secured with approved username and password in each computer station according to their Internet Protocol (IP) address.
- 3.8 In case the staff nurse uses his/her username and password, it shall be kept securely protected by the individual user.
 - 3.8.1 No disclosure to use by other individual shall be permitted. See OP 4105 Password Policy.
- 3.9 The open internet access shall be made available in designated areas for 24 hours, 7 days a week throughout the year unless otherwise as needed to close for reasonable purposes.
- 3.10 Use of internet shall be allowed in preferred break time or out-of-duty hours by each individual nursing staff. It should not interfere with their normal work duties or the work of others.
- 3.11 The Head Nurse or A/Head Nurse of the unit or department where the Skill Lab is located shall be responsible for the maintenance and operation of such including the care of logbook.
 - 3.11.1 Any loss or malfunction of the computer or its accessories shall be held liable by the concerned unit or department.

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- 3.12

Skills Lab shall be monitored on a regular monthly basis preferably by the designated Informatics Nurse, Nursing Informatics Coordinator or an appointed representative from the Nursing Informatics Committee.
- 3.12.1

Accordingly, a monthly report shall be submitted to the Director of Nursing Informatics Department.
- 3.13

Individual users shall cease from any practice that should put the corporation’s computer systems at risk such as virus attacks and prohibited internet services. (See Internet Use, Policy No. OP 4019; and Email Use, Policy No. OP 4013).
- 3.14

Nursing staff shall not be allowed to use computers in Skills Lab for illegal or inappropriate behaviors such as playing games, hacking, and altering, deleting, installing and uninstalling software.
- 3.15

Nursing staff shall not be allowed to replace, transfer, or withdraw any Skills Lab computer and its accessories from its designated place as this constitute to Nursing Informatics Department property except otherwise declared as the property of the host facility.
- 3.15.1

In the event the host facility decides to replace, transfer or withdraw its own computers and its accessories from its designated place, Nursing Informatics Department reserves the right to be notified in advance of such undertakings to avoid disruptions of its activities.
- 3.16

Any violation to this policy may cause disciplinary actions according to the HMC’s Policy and Code of Conduct.
- 3.17

All nursing staff who will utilize the Skills Lab should register their full name, corporation number, and time in and out using the available log book.
- 3.18

Users should access the internet by entering the assigned username and password tagged in each computer station.
- 3.19

No food or refreshments should be allowed in the nearby area of the computer to preserve the working operation and cleanliness of the computer.