	OSPITAL NG PARAÑAQUE	Document Code: **OSPAR-ADM-IT -001**
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department **INFORMATION TECHNOLOGY**
Policy Title: **POLICY ON PURCHASING**		Page No.1of 1

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Objectives:

This policy provides guidelines for the purchase of hardware for the hospital to ensure that all hardware/Software technology for the hospital is appropriate, practical and applicable.

Coverage:

This policy covers all division of the hospital, namely the Nursing Division, Medical Division, Administrative division and the Business Unit.

Responsibilities;

1. It shall be the responsibility of the IT head that all purchase undertakes careful scrutiny to provide the best technology of the hospital.
2. It shall be the responsibility that all purchases must be compatible with other equipment's provided in the hospital.

Guidance: The purchase of all desktops, servers, portable computers, computer peripherals and mobile devices must adhere to this policy.

Procedure:

1. All purchases for desktops, hardware materials and software must be in line with the purchasing policy of the hospital. The head of the IT unit must be part of the purchasing team prior to procurement of the equipment's. It should adhere to the appropriate specifications that are suitable for the hospital use.
2. All purchases of all portable computer systems must be supported by warranty and be compatible with the hospital server system and software.
3. Server systems purchased must be compatible with all other computer hardware in the hospital as determined by the IT specialists.
4. Any changes from the equipment's including peripherals must be approved by the IT section head and the hospital director.

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5. Computer peripherals can only be purchased where they are not included in any hardware purchase or are considered to be an additional requirement to existing peripherals. Computer peripherals purchased must be compatible with all other computer hardware and software in the hospital.

6. Purchased of mobile phones for official use must be approved by the IT section signed by the hospital director to validate the specification requirement for a specific purpose. Any changes shall likewise be approved.

7. In the event that open source or freeware software is required, approval from IT staff must be obtained prior to the download or use of such software.

8. All computer software copyrights and terms of software licenses will be followed by all employees of hospital. The IT staff shall ensure that the license will be followed.

9. Only software obtained in accordance with the getting software policy is to be installed on the hospital computers.

10. All employees must receive training for all new software. This includes new employees to be trained to use existing software appropriately. This will be the responsibility of IT staff.

11. Employees are prohibited from bringing software from home and loading it onto the hospital computer hardware.

12. Unless express approval from IT Unit head and Hospital Director is obtained, software cannot be taken home and loaded on an employees' home computer. Where an employee is required to use software at home, an evaluation of providing the employee with a portable computer should be undertaken in the first instance. If it is found that software can be used on the employee's home computer, authorization from IT Section Head and Hospital Director is required to purchase separate software if licensing or copyright restrictions apply. Where software is purchased in this circumstance, it remains the property of the hospital and must be recorded on the software register by IT staff.

13. Unauthorized software is prohibited from being used in the hospital. This includes the use of software owned by an employee and used within the hospital.

14. The unauthorized duplicating, acquiring or use of software copies is prohibited. Any employee, who makes, acquires, or uses unauthorized copies of software will be referred to Hospital Director for appropriate sanctions. The illegal duplication of software or other copyrighted works action where such event occurs.