



# Information Systems Procedure

Procedure Number

CHC-PG-0046

Version Nos:

3

## 1. Purpose

This Procedure outlines the process for the operation of the West Coast District Health Board (WCDHB) Information Systems.

## 2. Application

This Procedure is to be followed by all staff members and contractors of the WCDHB.

## 3. Definitions

For the purposes of this Procedure:

*User* is taken to mean any individual having authorised access to WCDHB Information Systems, whether internally or externally, and includes both staff members and contractors.

*Information Systems* is taken to mean any networked, stand alone, or portable workstation or personal computer and any peripheral devices attached to such a machine (e.g. printer, scanner)

*Data* is taken to mean any information stored electronically in any format.

## 4. Responsibilities

For the purposes of this Procedure:

All *WCDHB staff members and contractors* are required to:

- ensure they abide by the requirements of this Procedure.

## 5. Resources Required

This Procedure requires:

- i) WCDHB Information Systems

## 6. Process

1.00 The WCDHB IT Department (ITD) approves all Information Systems Equipment (ISE) purchased for use within the WCDHB must be of a type that. The make and model of Equipment approved by the ITD is based on current best performance/price with an emphasis on reliability and maintainability.

1.01 Requests to purchase ISE are to be prepared as per the requirements of the WCDHB Capital Expenditure Procedure.

1.02 With regards to prioritisation of ISE, the WCDHB operates on the basis of rotating equipment, so that heavy users (as defined by their work load) receive the most up-to-date ISE, whilst older ISE are allocated to less demanding users.

1.03 All ISE is to be kept clean and in a workable condition. This is primarily the responsibility of the User. Where there are multiple Users, the relevant Manager will ensure that this responsibility is allocated.

1.04 Ventilation holes throughout the ISE are to be kept clear at all times



- 1.05 ISE are to be cleaned regularly using a slightly damp cloth lightly sprayed with a general household cleaner (e.g. "Spray & Wipe). ISE are to have their power turned off before cleaning starts. Cleaning agents are not to be sprayed directly onto ISE.
- 1.05 If any problems occur with ISE the User is to contact the ITD Helpdesk who will arrange for the problem to be diagnosed and then arrange for repairs to be carried out.
- 1.06 It is the responsibility of the User to ensure that the ISE is connected to a power surge device to protect the ISE from surges in electrical supply.
- 1.07 The physical security of ISE is the responsibility of the User and relevant Manager.
- 1.08 ISE is not to be loaned or relocated without the prior approval from the ITD.
- 1.09 Departments/Services/Units wishing to operate any software must first obtain the approval of the ITD.
- 1.10 Stand-alone ISE (that are not connected to the WCDHB network) must be backed up by the individual User.

### 7. Precautions And Considerations

- ➔ The WCDHB IT Department (ITD) approves all Information Systems Equipment (ISE) purchased for use within the WCDHB
- ➔ The WCDHB operates on the basis of rotating equipment, so that are heavy users (as defined by their work load) receive the most up-to-date ISE, whilst older ISE are allocated to less demanding users.
- ➔ If any problems occur with ISE the User is to contact the ITD Helpdesk who will arrange for the problem to be diagnosed and then arrange for repairs to be carried out.

### 8. References

There are no references associated with this Procedure

### 9. Related Documents

WCDHB Access To Information Systems Procedure

WCDHB Email Use Procedure

WCDHB Internet Use Procedure



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<b>Revision History</b>	<b>Version:</b>	3
	<b>Developed By:</b>	Information Technology Manager
	<b>Authorised By:</b>	Chief Executive Officer
	<b>Date Authorised:</b>	July 2001
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