Laptop Use, Collection and Room Readiness for GPs and HCPs.

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Contents

Laptop Use, Collection and Room Readiness for GPs and HCPs.

Background

Since September 2024, GPs and other HCPs have been provided laptops with docking stations in their allocated rooms. GPs working more than 4 sessions per week may take laptops home for work purposes. However, to ensure room readiness and prevent disruptions, clinicians will no longer take home the laptops allocated to their rooms. A contingency laptop will be provided instead when home use is required.

This SOP outlines the steps to follow in such cases and provides additional guidance on the use and return of laptops.

Agreed Changes

- **Room-Assigned Laptops Remain in Place**: Laptops allocated to rooms must stay in their respective rooms to ensure the room is always ready for the next scheduled user.
- **Home Use Contingency Laptops**: Clinicians requiring a laptop for home use will be provided a contingency laptop by the IT or Management team.
- **Streamlined Setup**: A color-coding system has been introduced to allocate laptops previously used by the same individual, minimizing setup time and avoiding reconfiguration for first-time use.
- **Communication Requirement**: Clinicians must notify the IT/Management team when requesting a contingency laptop for home use with at least 24 hours' notice.

Equipment to Take Home

- Only the contingency laptop may be taken home.
- Additional equipment, such as a mouse, must remain at the Practice as spares are unavailable.

Laptop Collection Process

After 09:00 (Monday to Friday):

Visit Admin Office 2 first. If the IT Team is unavailable, proceed to the Management Office.

Laptop Return Process

Return laptops to the Management Office, Admin Office 2, or the Team Leader at Reception if returning late.

IT and Management teams will track laptop movements using a shared spreadsheet

First-Time Laptop Use

Setup Instructions:

- Plug the power lead cable into the port.
- Open the laptop and press the **on button** (top right).
- Log in as usual to access your desktop.

Important Reminder:

- For first-time logins, allow extra time for credentials to load.

Note the asset tag or the colour tag (located on the bottom right of the laptop) for future reference.

Room Readiness and Backup Plan

Laptops assigned to rooms will remain in the rooms, ensuring readiness for scheduled clinicians.

Contingency laptops will be logged and tracked by the IT/Management team for home use.

By keeping room laptops stationary, disruptions due to missing equipment will be avoided.

Version Control

Date	Version	Author	Change Details
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