

STANDARD OPERATING PROCEDURE DOCUMENT

Title	Allocation of Medic Car Laptops			Doc. No.	OP256
Scope	Operational Directorate				
Purpose	To ensure the safe and secure allocation of laptops				
Guidelines	- It is imperative that all laptop allocation follows this process for the issuing and returning of the devices. - All associated documentation should be completed on each and every occasion a device is issued and returned.				
PROCEDURE					RESPONSIBILITY
1	At the start of a driver's shift they should be allocated a laptop by the Shift Manager.				Shift Manager
2	All laptops are to be stored in the secure blue cabinet in the call centre. The key for this cupboard is stored with the Shift Manager				Shift Manager
3	The Shift Manager and Driver should complete the Laptop Allocation sheet comprehensively, ensuring all fields are completed legibly.				Shift Manager and Driver
4	The Shift Manger and Driver should inspect the unit for any damage If there is damage identified, the unit should not be used and it should be reported to IT via the IT service desk by the Shift Manager as soon as possible.				Shift Manager and Driver
5	The Shift Manger and Driver should inspect the unit for any damage, including signs of damage to any of attached tamper labels.				Shift Manager and Driver
6	If there is damage identified, the unit should not be used and it should be reported to IT via the IT service desk by the Shift Manager as soon as possible.				Shift Manager and Driver
7	The Shift Manager and Driver should complete the Laptop Allocation sheet comprehensively, ensuring all fields are completed legibly.				Shift Manager and Driver

8	The laptop should be returned to the secure blue cabinet immediately, and the key returned to its safe location.	Shift Manager and Driver
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Title		Allocation of Medic Car Laptops		Doc. No.	OP256
Version		V1.0			
Supersedes		New			
Approving Managers/Committee		Head of Service			
Date Ratified		July 2019			
Department of Originator		Integrated Urgent Care Service Delivery Unit			
Responsible Executive Director		Director of Service Delivery			
Responsible Manager/Support		Service Managers			
Date Issued		July 2019			
Review Date		July 2020			
Target Audience		Operational Staff			
Version	Date	Control Reason		Accountable Person for this Version	
V1.0	July 2019	Composed		Head of Service	