


North Bay Regional Health Centre  Centre régional de santé de North Bay	<b>Policy/Procedure</b>
<b>Title</b> Board Electronic Devices	<b>Policy Number</b> ADM-BO-026
<b>Developer</b>  Governance Committee	<b>Category</b> Board of Directors
	<b>Issue Date</b> May 5, 2021
	<b>Revision Date</b> September 2021
	<b>Next Review Date</b> September 2024

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## 1.0 Scope of Policy/Procedure

To ensure that Board members use the electronic devices provided for the purpose of conducting business regarding Board and committee meetings.

## 2.0 Policy Statement

- Board members are expected to bring their assigned electronic devices which have been provided by the Hospital (Information Systems) to all Board and committee meetings. Use of a Hospital electronic device will ensure that Board business and personal information remains segregated.
- Note - Board members have the option of acquiring a Hospital electronic device or may choose to use their own technology. If using their own personal device, they will be encouraged to receive all email through the “secure” personal NBRHC email address.

## 3.0 Procedure/Process

### 3.1 General Guidelines with Hospital Device

- Board members will be provided with a NBRHC laptop computer that uses a secure VCI “Virtual Desktop Infrastructure” connection to access all Board files. A Board member will be set-up to use a “secure” personal NBRHC email address for all business correspondence between the Hospital and Board member.

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Policy/Procedure documents appearing on paper are not controlled should always be checked against the electronic version prior to use.

- A Board member can request reimbursement of internet costs up to **\$50.00/month** as a result of committee involvement. It should be noted that printing committee documents would be counterproductive to the intended goal of accessing all committee files posted to SharePoint and that cost will not be reimbursed.
- It is of the understanding that if/when a Board member terminates or completes his/her term with the Board of Directors that he/she will return the loaned equipment to the Information Systems Department or CEO Office.
- If concerns arise regarding this equipment or a Board member requires help, they may call the CEO's Office to ask for assistance or they may call the Help Desk at ext. 6000 during weekdays/work hours or email helpdesk@nbrhc.on.ca.

#### 4.0 Stakeholder Review

Committee Stakeholders	Month/Year Reviewed
Governance Committee	February 2021
Board of Directors	March 2021

#### 5.0 Approval

Signing Authority Signature	Date Signed
Chair, Board of Directors	September 9, 2021

#### 6.0 Appendix

[Appendix 1](#): NBRHC Electronic Devices Agreement



## NBRHC Electronic Devices Agreement

I, \_\_\_\_\_ (Board of Directors) agree to follow the guidelines in accordance with the Electronic Devices Policy ADM-BO-026 and agree to return the **Board Member Electronic Device** –

\_\_\_\_\_ to the Information Systems Department or CEO Office (Executive Assistant) when my term with the Board of Directors has been completed.

If concerns arise regarding this equipment or a Board member requires help, they can call the CEO's office to ask for assistance or may call the Help Desk directly at (705) 474-8600, extension 6000.

\_\_\_\_\_  
**Name of Board Director (Please Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date: Electronic Device Received**

\_\_\_\_\_  
**Date: **Electronic Device Returned****