

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 2	Number 053-RSJ-H
Policy Title Personal Printers		Date 09 May 2018	
Supersedes New policy	Cross Reference 035-RSJ-H; 039-RSJ-H; 050-RSJ-H; 050-ADM	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0. POLICY

Personal Printers are a useful peripheral in the computing environment. A Personal Printer is defined as a printer directly attached (USB or parallel cable) to one PC for the exclusive use of that PC. The Research Institute seeks to provide a balance between access to equipment and cost associated with use. Personal Printers will be allowed where required for confidentiality or workflow processes.

- 1.1. This policy is not intended to cover Networked Printers; these are connected through the hospital network and are configured to print from several PCs. Networked Printers should be acquired in accordance with St. Joseph's Healthcare Hamilton Policy 050-ADM.
- 1.2. SJHH IT department will determine the capacity, functions and positioning required for network printers, and printing costs are calculated by the IT department based on usage and billed to the defined account number.

2.0. PERSONAL PRINTER PROCUREMENT AND USE

- 2.1. As Computer-Related Equipment, Personal Printers must be purchased in accordance with policy 050-RSJ-H (Purchase and Use of Computers, Computer-Related Equipment and Software). As such, all requests to purchase printers are to be directed to the RSJ-H Research System Analyst in Research Administration.
- 2.2. Requests to purchase a Personal Printer must be accompanied by information demonstrating the need for the printer. Research Administration will determine if the printer requested meets criteria for purchase and installation.
- 2.3. The Research Institute does not provide support to Computer-Related Equipment, including printers that were not purchased in accordance with RSJ-H policies.
- 2.4. Personal Printers are not intended for the printing of patient information from Clinical Applications. If you are printing materials from a hospital system, you must use a dedicated hospital Networked Printer device as outlined in 1.1.
- 2.5. Printers will be configured and installed by Research Administration, once installed the user will be responsible for:
 - a) Purchase of paper and toner for the printer.

These Research St. Joseph's - Hamilton policies are **CONTROLLED** documents as are all management system files on the intranet. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use.

- b)** Support and maintenance of the printer.
- c)** RSJ-H is not liable for any costs related to modification, operation, repair, breakage, interruption of power supply, theft, etc., of the equipment.