Tablet's Handling Guidelines

01 Overview

This document outlines the best practices for the proper handling and maintenance of tablets utilized for beneficiaries' registration and related activities within facility.

Mission

Our mission is to uphold ethical standards and ensure equitable management practices concerning tablets within healthcare facilities. We are dedicated to preserving the confidentiality of beneficiary information while upholding the accuracy and integrity of collected data.

Purpose

The guideline ensures ethical beneficiary registration using tablet, emphasizing confidentiality and accuracy. It also prioritizes tablet safety in healthcare settings, promoting security measures.

Values

The guidelines prioritize ethical conduct, confidentiality, and data integrity in tablet management within healthcare. They promote fairness, transparency, and accountability in beneficiary registration processes.

02 Guidelines

To Follow	To Avoid
Things that should be done	**Things that should not be done**
• Ensure the tablet is fully charged or connected to a power source (e.g. Power bank) to prevent interruption during the registration process.	• Refrain from sharing login credentials or access to the registration application with unauthorized individuals to prevent data breaches.
• Clean the tablet screen and ensure it's free from smudges or dirt to facilitate accurate input and readability.	• Do not rush through the registration process, as it may lead to errors or omissions in beneficiary information.
• Double-check all data entered into the application for accuracy and completeness before submitting or syncing data to avoid errors.	• Avoid using outdated or unsupported versions of the beneficiary registration application to minimize the risk of compatibility issues or security vulnerabilities.
• Safeguard the privacy and confidentiality of beneficiary information by keeping the tablet and application always secure.	• Refrain from using the tablet for personal tasks or activities unrelated to beneficiary registration to minimize distractions and maintain focus on the task at hand.
• Ensure that the tablet's SSPA registration application is up-to-date with the latest release to protect against vulnerabilities.	• Avoid leaving the tablet unattended or unlocked in public areas where it may be susceptible to theft.
• Provide a designated area with adequate lighting and seating for beneficiaries during the registration process to ensure comfort and convenience.	

• Avoid exposure to liquids and extreme temperatures.	
• Utilize appropriate accessories such as a screen protector and protective case to minimize damage risks.	
• Adjust settings like screen brightness and sleep timeout for optimal battery conservation.	
• Store the tablet securely when not in use.	
• Ensure that all staff members are adequately trained in tablet usage and client registration procedures.	

03 Conclusion

This document serves as a comprehensive reference for all staff members utilizing tablets for client registration purposes. By adhering to these protocols, you contribute to the security and efficiency of client registration processes at the health facility.