

**Allied Health Business Rules for Laptops on Wheels****Williamstown Devices**

WOW Name	Ward Allocation	Storage Location	Discipline Responsible for overnight storage/ collection/ returning	Asset Number
Dugong	WACU	Lower Gem Ward gym	Occupational Therapy	WH167029
Blue ring	WACU	Lower Gem Ward gym	Social Work	WH167030
Lionfish	WACU	Lower Gem Ward gym	Nutrition	WH172246
Platypus	WACU	WACU Gym	Physiotherapy	WH189225
Pufferfish	WACU	WACU Gym	Occupational Therapy	WH189246
Box Jelly	Lower West Ward	Lower Gem Ward gym	Physiotherapy	WH167031
Snapper	Lower West Ward	WACU Gym	Physiotherapy	WH190957
Wobbecong	Lower West Ward	WACU Gym	Occupational Therapy	WH189204
John dory	Upper West Ward	Upper West Ward gym	Occupational Therapy	WH167027
Fur Seal	Upper West Ward	Upper West Ward gym	Physiotherapy	WH167028
Whale shark	Upper West Ward	Upper West Ward gym	Social Work	WH167033
Grouper	Upper West Ward	Upper West Ward gym	Speech Pathology	WH172316
Water Dragon	Upper West Ward	Back UWW Office	Physiotherapy	WH189244
Hermit Crab	Upper West Ward	Back UWW Office	Physiotherapy	WH190951
Moray Eel	Upper West Ward	Back UWW Office	Occupational Therapy	WH189242
Eagle Ray	Dietetics	GF Dietetics Office	Nutrition	WH189210
Saltwater Croc	Social Work	Social Work Office	Social Work	WH189243
Little penguin	Hazeldean	Hazeldean Gym	Physiotherapy	WH167034
Green turtle	Hazeldean	Hazeldean Gym	Physiotherapy	WH167032

## Footscray Devices

WOW Name	Ward Allocation	Storage Location	Discipline Responsible for overnight storage/ collection/ returning	Asset Number
Seddon	3B	3B AH Bathroom	Physiotherapy	WH167182
Yarraville	3B	3B AH Bathroom	Social Work	WH167183
Kingsville	3B	3B AH Bathroom	Occupational Therapy	WH167184
Maidstone	3B	3B AH Bathroom	Physiotherapy	WH167185
Avondale Heights	3B	3B AH Bathroom	Occupational Therapy	WH172246
Highpoint	3 East	Speech Pathology Office	Speech Pathology	WH172300
Williamstown	3 East	Speech Pathology Office	Speech Pathology	WH189249
West Footscray	2B	Social work office	Social Work	WH167187
Brooklyn	2C	Social work office	Social Work	WH167188
Kensington	2D	2D	Physiotherapy	WH167189
Spotswood	3 East	Social work office	Social Work	WH167232
Footscray	1 west	Occupational Therapy back room	Occupational Therapy	WH167191
Ascot Vale	2B	Occupational Therapy back room	Occupational Therapy	WH167192
Maribyrnong	2C	Occupational Therapy back room	Occupational Therapy	WH167193
Albion	2 East	2 East NUM office	Nutrition	WH189247
Sunshine	ICU	Nutrition Office level 2	Nutrition	WH190966
Braybrook	2B	Nutrition Office	Nutrition	WH167194
Seaholme	2C	Physiotherapy Gym	Physiotherapy	WH189248
Tottenham	2C	Physiotherapy Gym	Physiotherapy	WH167195
Flemington	1 west	Physiotherapy Gym	Physiotherapy	WH167186
Altona	2 East	Physiotherapy Gym	Physiotherapy	WH167196
Newport	2A - CCU	Physiotherapy Gym	Physiotherapy	WH167197
West Melbourne	1 West	Physiotherapy Gym	Physiotherapy	WH167198

## Sunshine Devices

WOW Name	Ward Allocation	Storage Location	Discipline Responsible for overnight storage/ collection/ returning	Asset Number
Arrowroot	1A	Equipment Room	Physiotherapy	WH189219
Marjoram	1B	Equipment Room	Occupational Therapy	WH189232
Sriracha	IPR	IPR Gym	Physiotherapy	WH190964
Tandoori	IPR	SP Office	Speech Pathology	WH189221
Celery	IPR	IPR Gym	Physiotherapy	WH190975
Mint	Rehab	Rehab ward gym	Occupational Therapy	WH167122
Thyme	Rehab	Rehab ward gym	Occupational Therapy	WH167123
Coriander	Rehab	Rehab ward gym	Physiotherapy	WH167124
Tumeric	Rehab	Rehab ward gym	Physiotherapy	WH167125
Sumac	1A	Rehab ward gym	Physiotherapy	WH167126
Chilli	1A	Rehab ward gym	Occupational Therapy	WH167127
Lemon Myrtle	Rehab	Rehab ward gym	Physiotherapy	WH167130
Caraway	Rehab	Rehab ward gym	Social Work	WH167145
Pepperberry	Rehab	Rehab SP office	Speech Pathology	WH167131
Forestberry	Rehab	Rehab SW office	Social Work	WH167132
Basil	GEM	GEM office	Occupational Therapy	WH167133
Cumin	GEM	GEM office	Occupational Therapy	WH167134
Clove	GEM	GEM office	Physiotherapy	WH167135
Paprika	GEM	GEM office	Speech Pathology	WH167136
Sage	GEM/Pall	GEM office	Physiotherapy	WH167137
Saffron	GEM/DMU	GEM office	Social Work	WH167138
Zaatar	2A/2B	2A Physio gym	Social Work	WH189211
Habanero	2A/2B	2A Physio gym	Occupational Therapy	WH190965
Chive	2A/2B	2A Physio gym	Physiotherapy	WH189235
Parsley	2A	2A Physio gym	Physiotherapy	WH167139
Nutmeg	2A	2A Physio gym	Physiotherapy	WH167140
Galangal	2A	2A Physio gym	Occupational Therapy	WH167141
Kaffir Lime	2A	2A Physio gym	Social Work	WH167143
Aniseed	2E	2A Physio gym	Social Work	WH167146
Allspice	2E	2A Physio gym	Dietitian	WH167147
Cardamon	2E	2A Physio gym	Occupational Therapy	WH167142
Tarragon	2E	2A Physio gym	Physiotherapy	WH167149
Curry	2F	2A Physio gym	Occupational Therapy	WH167150
Cinnamon	2F	2A Physio gym	Nutrition	WH167151
Wiri Wiri	2E/2F	2E/2F AH Space	Social Work	WH189220
Rock Salt	2E/2F	2E/2F AH Space	Occupational Therapy	WH190955
Bergamot	2E/2F	2E/2F AH Space	Physiotherapy	WH190960
Sea Salt	3E	3E/3F ASB AH Gym	Speech Pathology	WH190954

Vindaloo	3E	3E/3F ASB AH Gym	Occupational Therapy	WH189216
Bay Leaf	3E	3E/3F ASB AH Gym	Physiotherapy	WH190661
Mustard	3F	3E/3F ASB AH gym	Physiotherapy	WH167152
Pepper	3F	3E/3F ASB AH gym	Occupational Therapy	WH167153
Fennel	3F	3E/3F ASB AH gym	Occupational Therapy	WH167154
Tamarind	3F	3E/3F ASB AH gym	Physiotherapy	WH167156
Wasabi	3E	3E/3F ASB AH gym	Occupational Therapy	WH167155
Sichuan	3E	3E/3F ASB AH gym	Speech Pathology	WH167157
Lemon Grass	3E	3E/3F ASB AH gym	Occupational Therapy	WH167158
Star Anise	3E	3E/3F ASB AH gym	Physiotherapy	WH167159
Hibiscus	2G	Allied Health Office	Social Work	WH189233
Nigella	2G	Allied Health Office	Physiotherapy	WH189214
Dill	2H	Allied health Area	Occupational Therapy	WH190956
Galangal	2H	Allied health Area	Physiotherapy	WH190962
Poppy Seed	Allied Health	Ground floor meeting room	Speech Pathology	WH189250
Hyssop	ICU	ICU	Nutrition	TBC
Adobo	OT/PT	WCHRE PBL 2/4	Occupational Therapy	WH189240
Licorice	Podiatry	Podiatry Storeroom	Podiatry	WH189239
Chipotle	Renal Services	Home Therapies in CBR	Nutrition	WH189202

## Joan Kirner Devices

WOW Name	Ward Allocation	Storage Location	Discipline Responsible for overnight storage/ collection/ returning	Asset Number
Baharat	Newborn Services	5.47	Speech Pathology	WH189241
Cayenne	Newborn Services	5.48	Physiotherapy	WH190963
Ginger	Newborn Services Level 5	Lvl 5 Staff Workroom A	Paed Occupational Therapy	WH 167144
Harissa	Children's Ward	Lvl 6 WOW storage bay	Nutrition	WH189217
Jasmine	Children's Ward	Lvl 6 WOW storage bay	Occupational Therapy	WH189238
Oregano	Children's Ward Level 6	Lvl 6 WOW storage bay East	Social Work	WH167129
Lavender	L7 JKWC	Lvl 1 room 1.32	Womens Physiotherapy	WH190950
Garam Masala	Women's Ward Level 7	Lvl 1 Storeroom West	Women's Physiotherapy	WH167128
Ras El Hanout	L8 JKWC	Lvl 1 room 1.32	Womens Physiotherapy	WH189213
Rosemary	Women's Ward Level 8	Level 8 Storeroom	Women's Physiotherapy	WH 167148

Vanilla	Clinic B Ground Floor JKWC	Ground Clinic B G.31	Paed Occupational Therapy	WH 167834
Pepper	Clinic B Ground Floor JKWC	Ground Clinic B Storeroom 2	Paed Physiotherapy	WH 167839
Sassafras	Clinic B Ground Floor JKWC	Ground Clinic B Storeroom 3	Paed Physiotherapy	WH 167838
Fenugreek	Clinic B Ground Floor JKWC	Ground Clinic B Storeroom 4	Paed Dietitian	WH 167258
Peppermint	Clinic B Ground Floor JKWC	Ground Clinic B Storeroom 4	Paed Speech Pathology	WH 167262
Spearmint	Clinic B Ground Floor JKWC	Ground Clinic B Storeroom 4	Paed Speech Pathology	WH 167814

## Laptop on Wheels Business Rules:

- These laptops on wheels belong to Allied Health, not to individual clinicians or disciplines. Please be considerate, transparent, fair and equitable with the use of these devices in your multi-disciplinary teams.
- These laptops on wheels are to be used to support clinical care in the assigned areas.
- Disciplines are responsible for collecting the laptop on wheels to take to the ward in the morning and returning it to the storage location in the evening, this includes responsibility for ensuring they are plugged in for charging overnight
- Please notify your site lead if any issues with equipment arises
- Always perform hand hygiene before and after using a computer
- Laptops on wheels are to be cleaned before moving to another patient room with disinfecting wipes, avoiding getting moisture in to the touch pad or keyboard
- Laptops on wheels are not to be taken in to rooms with patients on transmissions based precautions. Remove all personal protective equipment and perform hand hygiene before touching the laptop on wheels outside the patients room.
- The following cleaning schedule should also be adhered to:

Environment Classification Level of Risk	
Very high risk	Outbreak in any area
High risk	ICU, SCN, HDU, Burns unit, Renal Units, Operating Suites / PACU
Significant risk	General wards, Specialist Outpatient Clinics, Chair side – Dental Clinical Treatment area
Low risk	Rehabilitation, Subacute, long-term care, office based

Recommended Cleaning Schedule					
Element	Minimum cleaning frequency				Method
	Very high risk	High risk	Significant risk	Low risk	
Computer & keyboard	Clean twice daily or when visibly soiled  Clean between patients	Clean daily or when visibly soiled  Clean between patients	Clean daily or when visibly soiled  Clean between patients	Clean weekly or when visibly soiled  Clean between patients	Washable keyboards, mouse, cart and accessories use detergent/disinfectant wipes.  Refer to manufacturer's recommendations.

Source: Western Health Infection Prevention & Control: Cleaning of computers and associated equipment for use in clinical areas