

Policies and Procedures

COMPUTER PURCHASES FOR FACULTY / MEDICAL STAFF

Department of Medicine Medical Staff / Faculty who are members of the University of Calgary Medical Group are entitled to a computer for the purposes of carrying out their professional responsibilities. Questions regarding procurement arise frequently.

POLICY ELEMENTS

The University of Calgary Medical Group does not purchase computers for members.

Member Category

As per the collective agreement between The University of Calgary Faculty Association (TUCFA) and the University of Calgary, the University is required to provide new Full-Time Voting members (Geographical Full Time) with a computer.

As per tradition, the Department of Medicine will purchase a first computer for new Major Clinical Voting members (Major Part Time).

The Member's Division/Section Head may choose to purchase or contribute to the purchase of a new member's first computer from Division/Section funds.

Equipment Specifications

Alberta Health Services and the University of Calgary provide equipment according to their internal standards. In some cases, a member may be offered a choice of laptop or desktop, number of monitors, upgrades, peripherals, or other features. Any cost over and above a standard AHS or UCalgary system will be borne by the member. The member should be contacted in advance of their first day regarding options (if available). A refurbished or used computer may be supplied at the discretion of the organization.

Timing

Unless otherwise agreed or there are extenuating circumstances, the computer shall be in place and functional for the member's first day.

Supplier

The supplier will be determined according to office location (AHS versus UCalgary).

Approval

All purchases must be approved by the AHS or UCalgary Department Manager or their delegate.

Replacements and Upgrades

Replacements and upgrades may occur according to AHS and UCalgary Information Technology protocols. The Department will not replace or upgrade computers. Members desiring an unscheduled replacement or upgrade will bear the cost of same personally or from their research, educational, or other project accounts as is applicable and permitted.

The Member's Division/Section Head may choose to purchase or contribute to the purchase of a new member's first computer from Division/Section funds.

Ownership

Computer equipment purchased by AHS or the UCalgary remain property of the organization. Members may not move desktop computers to another office without involving the IT department of the relevant organization.

Good Practices

Members shall follow relevant policies related to computer use which includes storage of data on the AHS or UCalgary secured servers in order to guard against data loss in the event of equipment failure. Adherence to privacy and security policies is expected.

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