

University of Wisconsin School of Medicine and Public Health
Computer Replacement Policy - Residency Clinics and DFM Administrative Offices

1.0 Name of policy

Department of Family Medicine Computer Replacement Policy

2.0 Definition of Purpose:

1. To ensure that faculty, residents, fellows, and staff have appropriate computing resources to effectively perform their work.
2. To ensure that DFM-purchased computers are replaced on regularly scheduled basis.
3. To effectively utilize the time and effort of ITS staff in installing, configuring, and moving computers.
4. To provide clear information on what types of computers are available, how to request them, timeframe for replacements and any exceptions to this policy.

3.0 Scope:

This policy pertains to the replacement of DFM-purchased computers in DMF Residency Clinics and DFM Administrative Offices. Other locations include the St. Mary's Family Medicine service room and the Richland Center resident apartment. It does not cover the purchase of devices for new employees or functional roles. Additionally, it does not include computers:

1. In the Madison Community Clinics, which are purchased and maintained by the UW Medical Foundation.
2. At Research Park and the UW Family Medicine Service where computers are purchased and maintained by UW Hospital and Clinics.
3. Computers purchased and maintained by other entities such as Baraboo Medical Associates, the Milwaukee locations and the School of Medicine and Public Health locations.
4. Computers purchased specifically as part of, or for use in a grant program where funding is provided by a third-party entity.

4.0 Policy Statement:

1. Due to budgetary restrictions, desktop computers will be assumed to have a four-year useful lifetime and will therefore be replaced every four years, whereas laptop computers will be assumed to have a three-year useful lifetime and will therefore be replaced every three years. This process will be monitored and maintained by the ITS team.
2. The ITS Department will be responsible for setting up systems to track computer inventory, associated user(s), installation date, replacement date, and disposal. Computer upgrades, if needed, will also be tracked by the ITS Department. The ITS Department will also be responsible for initiating Purchase Request Forms (PRF's) for new and replacement computers and upgrades if needed.
3. Staff/faculty will be furnished one computer, either a laptop or a desktop based on need and job function. Staff/faculty currently using multiple devices will be phased into a replacement plan resulting in one individual laptop or desktop, which will be done based on the replacement date of their current machine(s). Exceptions will be reviewed and approved by the DFM Admin Team.
4. Residents, fellows, and staff may be assigned an individual or a shared desktop computer dependent upon need, responsibilities, work hours, and budgetary resources. Laptops for residents and staff are available and will be assigned on an "as-needed" basis. Requests for laptops for residents and staff will be evaluated in conjunction with the requesting Residency department or administrative unit.

5. The ITS Department will be responsible for servicing DFM-purchased computers and AHEC-purchased family medicine resident computers at Baraboo as needed; the Richland Center apartment computer will be serviced as needed when it is brought to Alumni Hall in Madison. The ITS Department will not service computers purchased with personal funds or computers purchased by other entities such as the UW Medical Foundation or UW Hospital and Clinics. The rationale for this is that DFM ITS staff does not have authority to service computers owned and managed by other entities, which often have different configurations and specifications.
6. Purchase and replacement of grant computers will be coordinated by ITS staff and the Director of Research in coordination with the PI at the time the grant is written. If the grant lifespan is longer than the expected lifespan of the computer, a four-year useful lifetime for a desktop and a three-year useful lifetime for a laptop, then additional funding for computer replacement will need to be coordinated into the replacement funding cycle by ITS and Research.

5.0 Effective Date:

This policy was approved on 12/15/2010.

6.0 Policy Review:

This policy will be reviewed on an annual basis by ITS staff and DFM Administrative Leadership.