

AQ MOBILE PHONES – CAREKEEPER

This procedure will ensure that CareKeeper and the devices used to implement CareKeeper are effectively coordinated, facilitated, and maintained appropriately.

1. All AIN staff will be required to carry an AQ mobile device when on shift.
2. All mobile devices are labelled with a unique ID number a full list is available on the Mobile Phone Allocation Key which is in place adjacent to the docking station.
3. Night Duty Phones are branded with a unique ID number specifically for Night Duty and are to be used by night duty staff ONLY (*please refer to the Mobile Phone Allocation Key*).
4. AIN staff will be required to report to the RN at the commencement of their shift to attend handover where they will be assigned the mobile device.
5. The RN will complete the Mobile Phone Register (RNC-F-343) assigning the phone to the AIN, the AIN is required to sign they have received the device.
6. All AIN staff are responsible for completing documentation in CareKeeper throughout their shift.
7. AIN staff are expected to complete documentation after attending to each resident using the mobile device assigned to them.
 - a. Documentation should not take place in resident's rooms, please wait until you have returned to the hallways and or communal areas of the facility.
8. At the end of their shift the AIN is responsible for returning the phone to the RN on duty, the RN on duty will sign the mobile device back in on the Mobile Phone Register (RNC-F-343), the AIN is required to sign they have returned the device.
9. All AIN staff are responsible for returning the mobile device to the docking station for charging. The RN finishing their shift is responsible for ensuring all phones have been returned and are on the docking station for charging.
 - a. AM shift phones are to be returned and reallocated to PM shift
 - b. PM shift phones are to be returned and placed on the docking station for charging
 - c. ND phones are to be returned and placed on the docking station for charging
 - d. RN and AIN staff are to complete RNC-F343 Phone Register at start/end of each shift
10. All AIN staff are responsible for reporting any issues with the mobile device to their RN / CN / DoC.
11. All staff are reminded you MUST have a valid Clinical Manager password to use the CareKeeper app – if you require your password to be reset you will need to see your AO / CN / DoC and will not be able to use the CareKeeper app until this is completed.