

 Yale Radiology and Biomedical Imaging Title: Home Work Stations	SOP 16.000	Effective Date: April 2020
	Version Number: 3	RAD Mission: Clinical
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Approval: Rob Goodman, MD		March 2023

A. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the policy for YDR faculty home work station (HWS) use.

B. Materials

1. Barco monitors and computers for HWS are secured via staff accounts, YDR or YNHH funds.
 - a. Prior to May 1, 2020, faculty may have used staff account to purchase HWS to provide individual flexibility to read cases during sanctioned/official evenings and weekends/
 - Faculty staff accounts will not be reimbursed by YNHH or YDR for HWS.
 - After May 2, 2020, limited YNHH COVID-19 emergency funds were used by YDR to provide workstations for clinical faculty, except Interventional Radiology and Breast Imaging.
 - YDR/YNHH may purchase additional HWS as needed.
 - Beginning in March 2023, HWS became available to Breast Imaging faculty, with computers/monitors supplied by YNHH.
2. YDR IT (Jeetu Bhawnani's team) will procure, provide setup and support HWS computers/software.
 - a. YNHH IT (Matt Zawalich's team) should not be used to provide technical support for HWS computers.
3. Accessory support is the primary responsibility of the individual radiologist.
 - a. Section may use up to \$350 from staff accounts to purchase a workstation desk.
 - Exception: Breast Imaging requires dedicated high-resolution monitors, and up to \$1,000 may be used from staff accounts to purchase a workstation desk.
 - b. Staff accounts may not be used to upgrade internet connectivity or purchase black out shades, desk chairs, headphones or any other accessory items.

4. WFH may require regular equipment performance testing at home.
5. All HWS monitors and computers must be returned to YDR upon faculty resignation.

C. Revision History

Version	Date	Reason for Revision
2	March 2022	Minor updates
3	March 2023	Edited to include Breast Imaging budget due to the type of monitors needed for at home workstations.