

Setting up Tablets for Virtual Family-Centred Rounds for Unit Clerks

Each unit is assigned a pair of tablets with headsets, **one tablet is for the Nurse, the other for the Patient/Family**. The tablets are labeled for each multidisciplinary care team and it is important the right team is using the right device(s) to avoid confusion. These tablets are setup for Videoconference access only.

Note: The unit is responsible for identifying a secure location for the tablet and ensuring the tablet is fully charged before the start of rounds.

1. Ensure you have an Outlook email meeting invitation for Virtual Rounds

- Charge nurses/Care Facilitators, Unit clerks and Unit Managers will receive an Outlook/email Meeting invite to Virtual Rounds for each of the Inpatient Medicine Teams (ie. Bronze Virtual Rounds, Purple Virtual Rounds, etc.).
- The Outlook invite includes the static Videoconference meeting ID and password for each team.

2. Each morning, Unit clerk will create the rounding schedule and setup tablets for the start of rounds

- The Unit clerk will retrieve tablets from the storage location at start of shift and check power level. The Videoconference app will automatically open as the home screen.
- The Unit clerk will prepare a schedule of nurses / patients / Teams and order for rounds before the start of rounds.
- The Unit clerk will coordinate with the Charge nurse/Care facilitator as required if specific order/times are required to support patient acuity/medical needs, patient care schedule and/or nurse availability
- The Unit clerk will share the schedule with the Physician Teams (Team may pick up prior to rounds or Unit clerk shares via text, email or Phone)
- When the Physician Team calls the unit to start rounds, the Unit clerk will page/announce start of rounds and identify the first nurse
- The Unit clerk will setup the table cart with one Nurse tablet and one Family tablet and plug in headsets





Refer to [Virtual Rounds with Videoconference tablet Tip Sheet](#) in this toolkit for a quick reference guide with pictures.

- The Unit clerk will Join the Videoconference meeting (on the Family and Nursing tablet) using the information contained in the corresponding Outlook meeting invitation for the Team

- Tap “Join a Meeting”

Join a Meeting
- Enter the Meeting ID provided in the Outlook meeting Invite
- **Verify / Enter the appropriate display name for the tablet**
- Tap “Join”
- Tap “Join with Video”
- A message will appear on screen **“Please wait, the meeting host will let you in soon”**. This message will remain on-screen until the Physician Team admits you to the meeting.
- When the team admits you into the meeting, **confirm Video and Audio are Enabled**
- **Confirm the displayed name¹ reflects the name on the tablet**
- **Before handing off the tablets to the first nurse:**
 - Tap “Join Audio” if you see it, otherwise you will see a mic and that means you’re connected to audio.
 - **Ensure setup is as follows:**



1. You should see your picture and **menu** options across the top of the screen, if not tap screen to get menu.
 2. Change to **Gallery View**  so patient/family/nurse can see multiple team members.
 3. **Mute mic** (if not muted by  default)
 4. **Leave Video on** (this is an important safety feature)
- Wipe down the tablet and headset with sanitizing wipes.

3. Hand off the tablets to the first nurse.

¹ Participants can update their displayed name when logging into a meeting – or after joining by right clicking your name at the bottom left corner of your picture and selecting “Rename” from the popup menu