



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### ADMINISTRATIVE

### POLICY AND PROCEDURE

**SUBJECT:** SECURITY AND MAINTENANCE OF DIGITAL  
CAMERAS

**Policy No.:** A461  
**Effective Date:** 10/2008  
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**Purpose:** To provide a standardized procedure for securing, storing and maintaining digital cameras and related equipment and supplies.

#### Policy Statements:

1. The digital camera and related equipment/supplies (i.e. printer dock, ink cartridges, and photo paper), are considered tools that aid in the photo documentation of patients. Images produced are considered in the same context as health information records, therefore policies related to retention and confidentiality apply.
2. Cameras will be used for patient care purposes only (i.e., second patient identifier, documenting wounds).
3. Each Nurse Manager/designee is responsible for maintaining the security of digital camera to ensure confidentiality of its contents, and protection from damage or theft. The Nurse Manager/designee is also responsible for ensuring that users receive adequate instructions for purpose and security.
4. The camera will be free of recorded images and will not be used to store pictures. The video capability, if present, will not be used.
5. Missing camera and related equipment/supplies must be reported *immediately* to the Nurse Manager/designee or Administrative Nursing Supervisor, and Sheriff's Office. An event and Security Incident Report form must be completed.
6. The Nurse Manager/designee will be responsible for contacting the Nursing Resource Office (NRO) for replacement paper/toner.

#### Procedural Steps:

1. The digital camera and related supplies will be stored in a safe, secured environment will be monitored by the Nurse Manager/designee.
2. For security purposes, cameras will be tethered to a rolling pole.
3. The person taking or using the camera will be responsible for:
  - Reviewing instructions thoroughly (if using for the first time)
  - Printing images on photo paper
  - Deleting images from the camera once the image is printed
  - Ensuring photos are properly identified with a patient identification number, date, time and in the correct medical record

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#### References:

RLANRC Administrative Policy and Procedure B502. *Patient Audio, Visual, Digital Records (all formats including Photograph, Video, etc.)*

10/08 – New  
09/11 – Revised  
09/14 – Revised  
05/18 – Revised  
04/22 – Revised