

RESIDENT HANDBOOK

SECTION III: TRAINING ENVIRONMENT

RESIDENT INFORMATION TECHNOLOGY POLICY

DEFINITION

IT refers to the use of information technology services and connections during the residents' regular work and on-call hours. This policy is that of the NSHE policy which the Kirk Kerkorian School of Medicine at UNLV (KSOM) is required to follow and is reprinted here for your convenience.

APPROPRIATE USE

- I. All voice, data, or video traffic must originate or terminate at device(s) directly attached to a network owned and operated by a NevadaNet* Participant site.
- II. All NevadaNet voice, data, and video traffic connected via a NevadaNet Participant site, including state networks and other connections must:
 - a. Be for purposes of, or in support of research, education, telemedicine, State, local, or national government affairs, or non-profit public service
 - b. Comply with the acceptable use and other policies of any network over which such traffic must be routed to reach its final destination
 - c. Not interfere with the operation of NevadaNet or unreasonably interfere with the use of NevadaNet by other participating entities
 - d. Not indirectly violate this policy by using services of another network provider to circumvent the intent or meaning of this policy
- III. NevadaNet Participants including residents must also ensure that connections made to them and through them to the NevadaNet backbone are consistent with the efficient and effective use of a shared and finite resource. They are obligated to know what networks are connected and what use is being made of the connections.

INAPPROPRIATE USE

- I. It is not appropriate to use NevadaNet for any purpose that violates NSHE Code or federal or state laws and/or regulations.
- II. It is not appropriate to use the NevadaNet network in a manner that violates the conditions stated in Item III.1. above or results either directly or indirectly in interference or disruption to other NevadaNet Participants' services or equipment. Such inappropriate uses include, but are not limited to:
 - a. Distribution of unsolicited advertising or chain letters
 - b. Reselling, trading, or bartering NevadaNet connectivity to other parties
 - c. Conducting non-NSHE or personal commercial transactions
 - d. Propagation of computer worms or viruses

- e. Using the network to make unauthorized entry to other computational, information, or communications devices or resources

ENFORCEMENT

- I. NSHE System Computing Services (SCS) will initiate an inappropriate use investigation when a complaint is received or a network problem is discovered that appears to be caused by use that violates this policy. SCS will investigate the validity of the complaint or event, examine the available facts, and make a determination as to the party(ies) responsible for the infraction.
- II. Once identified, the administrative contact(s) of the offending party(ies) will be contacted by SCS personnel via electronic and land mail providing notification of the findings of the investigation and requesting resolution of the infraction within five (5) business days or as may otherwise be legally required, whichever is sooner.
- III. If the infraction is not resolved within the specified period, the NSHE Vice Chancellor for Technology may, at his/her discretion, authorize interruption of NevadaNet access until it can be demonstrated that the infraction has been resolved.
- IV. Violation of NSHE Code provisions may result in disciplinary action. Violation of applicable laws may result in civil and criminal sanctions under state and federal law.
- V. In urgent situations when failure of a NevadaNet Participant(s) to take appropriate action in a timely manner to resolve a violation of this policy may lead to critical problems of network performance, or lead to legal or other serious liability to the NSHE, the Vice Chancellor for Technology may authorize the immediate disconnection of NevadaNet access by the offending NevadaNet Participant(s).

ADDITIONAL IT REQUIREMENTS

- I. Access to protected patient information is covered by the Health Insurance Portability and Affordability Act (HIPAA). Residents are expected to comply with all HIPAA policies as set forth by KSOM and all its hospital partners. Particular care should be taken to avoid copying sensitive patient information onto removable devices such as flash drives, PDAs, etc.
- II. Residents utilizing IT services at teaching sites may have to meet additional requirements established by the host institution. This policy should be presented at the site-specific orientation. If not, the resident should notify the program director.

*NevadaNet is the network system of UNLV, KSOM, and NSHE.