

Using Tablets for virtual family-centred rounds with Zoom®

Before the meeting:

- Set up **two tablets on a tablet cart**: place the nurse tablet in the tablet holder, the other tablet is for the patient/family.
- **Each tablet needs two headsets and a headset splitter** so patients and caregivers can participate together, as well as nurses and nursing students or other health care professionals.
- **Place a copy of the rounding schedule on the cart** – so nurses can stay on track, cross off their name and know who is next.
- Keep tablets on **MUTE** unless speaking with the team.
- When handing over the tablet to patients/caregivers, **explain how to unmute** to speak during rounds and remind them to **keep the Zoom® meeting connected** at the end.



When joining the meeting:



1. Menu options appear across the top of the screen.
2. Use **Gallery**  view to see up to 9 participants at once (preferred)
Use **Speaker**  view to see a screen being shared and the person who is speaking

For best sound quality, use a personal headset with mic. If more than one device is connected to the same meeting and they are close together, removing the headset will cause feedback and poor sound quality. **Mute** the mic when you are  not speaking

Clean the tablet with sanitizing wipes before handing it to the next nurse/unit clerk. To clean the tablet without affecting screen/app controls, press the **“Sleep/Wake”** button (above camera).

If the tablet appears frozen / not behaving: Reboot by holding down **“Sleep/Wake”** + **“Home”** buttons at the same time for ~10 seconds (until logo appears), then release both buttons together.

For technical support contact the HelpDesk

For cart maintenance bring to Clinical Engineering