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## USE OF PERSONAL ELECTRONIC DEVICES

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**Purpose** To provide for a safe patient care environment at Kaiser LAMC Laboratories by:

- a) Avoiding distractions from the provision of patient care services, reducing medical errors, and improving patient satisfaction with the quality of our service and medical care.

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**Policy**

- 1) LAMC Laboratory/Pathology staff shall not carry a personal cell phone or other personal electronic devices including but not limited to PDA, tablet, laptop, notebook, MP3 or other music player while on the job.
- 2) Lab/Pathology personnel during work hours are prohibited from:
  - using a personal cell phone or wearing a headphone
  - reviewing or sending text messages on a personally owned device
  - using any other personal mobile communication device while on the job
  - engaging in personal business at Kaiser time
- 3) Personal phones must be kept in a secure area such as a desk drawer or personal locker during work hours.
- 4) Personal phone calls or text messages should be made and returned during regular break periods.
- 5) Emergency phone calls are to be handled through our Main Line number or the appropriate extensions for the Blood Donor Center, Pathology and the other MOB labs and draw stations.
- 6) All Laboratory/Pathology staff are responsible for complying with this policy. Any observed incidence of non-compliance MUST be reported to the appropriate next level of supervisor/manager/director for investigation and follow up. Managers and Supervisors carry their personal cell phones to conduct official Kaiser business.
- 7) Findings that this policy has been violated could result in corrective action.

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**Distribution**

