## **USE OF PERSONAL ELECTRONIC DEVICES**

### Purpose

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

 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.

#### 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
- 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.

#### Distribution

Document No.: LGM 3068 QSE: Personnel Page 1 of 3 Version No.: 01

Kaiser Permanente Medical Care Program California Division – South - Los Angeles Medical Center SCPMG Laboratory System

Policy

# USE OF PERSONAL CELLULAR PHONES, Continued HISTORY PAGE

Change type: New, major, minor	Changes made to SOP - describe	Signature responsible person/date	Laboratory Director review/date	Laboratory Manager review/date	Date change implemented
		- 1			

Document No.: LGM 3068 QSE: Personnel Page 3 of 3 Version No.: 01