

## 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 provisions of good 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 Lab personnel shall not carry a personal cell phone or other personal electronic devices including but not limited to PDA, Tablet, laptop, notebook, IPod, MP3 or other music player while on the job.
- 2) Lab 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 family phone calls are to be handled through our Main Line number (323) 783-4961 for the Main Lab or the appropriate extensions for the Blood Bank (3-5441), Flow Cytometry (3-8542) Pathology (3-5831) and the other MOBs.
- 6) All Laboratory staff are responsible for ensuring that the policies are complied with. Any observed incidence of non-compliance MUST be reported to the appropriate next level of supervisor/manager/director for further corrective action.

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**Distribution** Security

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