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DOCUMENT NUMBER:
DOCUMENT TITLE:
DOCUMENT NOTES:

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AUTHOR:	PREVIOUS NUMBER:
OWNER:	CHANGE NUMBER:

USE OF PERSONAL ELECTRONIC DEVICES

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.

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.

Distribution Security

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Signature Manifest

Document Number: LAMC-PPP-0755
Title: Use of Personal Electronic Devices
Effective Date: 03 Apr 2017

Revision: 01

All dates and times are in Pacific Standard Time.

Use of Personal Electronic Devices

Change Request

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	24 Feb 2017, 06:40:36 AM	Approved

Quality Approval

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	24 Feb 2017, 06:42:23 AM	Approved

Operations Approval

Name/Signature	Title	Date	Meaning/Reason
Julie Toti (K084521)	DIR AREA LAB	26 Feb 2017, 04:29:28 PM	Approved

Final Approval

Name/Signature	Title	Date	Meaning/Reason
Hedyeh Shafi (I086749)	Pathologist	27 Feb 2017, 09:40:55 AM	Approved

Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	01 Mar 2017, 01:59:01 PM	Approved

Review: LAMC-PPP-0755 01 Use of Personal Electronic Devices

Review

Name/Signature	Title	Date	Meaning/Reason
Julie Toti (K084521)	DIR AREA LAB	03 Oct 2018, 03:38:41 PM	Reviewed

Review: LAMC-PPP-0755 01 Use of Personal Electronic Devices

Review

Name/Signature	Title	Date	Meaning/Reason
Julie Toti (K084521)	DIR AREA LAB	18 May 2020, 04:24:22 PM	Reviewed

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CLIA Director Approval

Name/Signature	Title	Date	Meaning/Reason
Tarek Danial (P157374)	PATHOLOGY	24 Aug 2020, 11:44:00 AM	Approved
Youn Kim (T049857)	Path Hematopathology	29 Aug 2020, 11:20:53 AM	Approved

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Review

Name/Signature	Title	Date	Meaning/Reason
Julie Toti (K084521)	DIR AREA LAB	15 Nov 2021, 02:57:42 PM	Reviewed

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Review

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Jocelyn Javier (T684676)	Director	15 Apr 2023, 08:17:04 PM	Reviewed

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Review

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Jocelyn Javier (T684676)	Director	16 Sep 2024, 07:26:27 AM	Reviewed