

	<b>Department of Pathology</b>  <b>Personal Electronic Devices and Internet Access, Use of</b>  <b>Lab Admin 22</b>	Type:	Tier 3
		Original Effective Date:	July 1, 2017
		Current (Revised) Date:	11/6/2018
		Contact:	Department of Laboratory Medicine and Pathology
Approval Signature:		Date of Signature:	
Name and Title: Dr. Gregory Pomper, MD CLIA Lab Director			

**1) General Policy Statement:**

It is the policy of Wake Forest Baptist Medical Center, Department of Pathology, that the use of personal cellular telephones and other electronic devices, in direct and indirect patient care areas, is prohibited unless used for hospital business. Non-business related and social networking sites should not be accessed while on duty and/or on any computers within sight of patients and/ or visitors, including mobile carts and all computers in all Lab & Pathology departments work areas and hallways.

This policy establishes minimum guidelines for the use of personal cellular phones and electronic devices, and non-business related internet sites by laboratory personnel.

**a) Scope:**

All WFBMC Department of Laboratory Pathology employees, faculty and staff are responsible for complying with this policy.

**b) Responsible Department/Party/Parties:**

- i. Policy Owner: Department of Pathology
- ii. Procedure: Department of Pathology
- iii. Supervision: Department of Pathology
- iv. Implementation: Department of Pathology

**2) Definitions:** For purposes of this Policy, the following terms and definitions apply:

- A. **Electronic Device:** Includes but is not limited to iPad, Smart phones/cellular phones, smart watches, Kindles, MP3 devices, tablets and laptops
- B. **Direct patient care areas:** All patient care and procedural areas, including all phlebotomy collection sites
- C. **Indirect patient care areas:** All laboratory and pathology testing areas, all work areas, and all elevators and hallways utilized by patients and/or visitors

**3) Policy Guidelines:**

**A. Cellular Telephones**

- a. Personal cellular telephones should not be used and should not be out in direct patient care areas, indirect patient care areas or laboratory work areas, unless deemed necessary for hospital or laboratory business. This includes, but is not limited to, charging or laying out cellular phones in the work area.

- b. Cellular telephone use by laboratory personnel for personal calls and text messaging should be conducted in public dining areas, conference rooms, staff lounges, and/or other staff-only areas during approved breaks and meal times. (Refer to Performance Standards Policy and WFBMC Code of Conduct).
- c. Camera phones should not be used by laboratory staff to take pictures of patients, equipment, or any other work-related person or item while on hospital property, unless deemed necessary for hospital or laboratory business.

**B. Personal Electronic Devices**

- a. Personal electronic devices should not be used in direct patient care areas, indirect patient care areas or laboratory work areas. This includes, but is not limited to, charging or laying out personal electronic devices in the work area.
- b. These devices may be used in public dining areas, conference rooms, staff lounges, and/or other staff-only areas during approved breaks and meal times. (Refer to Performance Standards Policy and WFBMC Code of Conduct).

**C. Use of Internet and Social Media at Work**

- a. Staff/faculty members should limit their use of internet and social media at work and ensure that their online activities do not interfere with performing job responsibilities.
- b. In patient care areas, internet and social media may not be accessed for personal use at any time, including unpaid meal breaks. Patient care areas include non-treatment areas such as nurses' stations, patient/family waiting rooms and hallways, as well as patient rooms.
- c. These guidelines are not intended to restrict use of internet or social media related to academic pursuits or other work-related functions. The use of internet or social media during working time is not limited if it is directly related to the performance of a staff/faculty member's job and is not a personal pursuit.

**4) Review/Revision/Implementation**

- A. Review Cycle: This policy shall be reviewed by the Department of Pathology at least every 2 years from the effective date.
- B. Office of Record: After authorization, the Department of Pathology shall house this policy as the office of record.

**5) Related Governing Policies:**

Security Policy MC-07  
Privacy Policy MC-26  
Performance Standards Policy  
Social Media Policy

**6) Governing Law or Regulations**

WFBMC Code of Conduct

**7) Attachments: N/A**

**8) Revision Dates:**

**11/6/2018** – change in director approval signature and change in lab title from Department of Laboratory Medicine and Pathology to Department of Pathology.