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<b>CLIA Lab Director:</b> Greg Pomper, MD	<b>LAB DEPARTMENT:</b> <b>PATHOLOGY</b>	<b>CONTACT:</b> Laboratory Quality, Safety and Accreditation

**APPLICABLE LABORATORY(S):**

- North Carolina Baptist Hospital (NCBH)
- Lexington Medical Center (LMC)
- Davie Medical Center (DMC)
- Wilkes Medical Center (WMC)
- High Point Medical Center (HPMC)
- Westchester
- Clemmons

**POLICY PURPOSE**

The purpose of this policy is establish minimum guidelines for the use of personal cellular phones and electronic devices, and non-business related internet sites by laboratory personnel.

**SCOPE**

This policy applies to all AH WFBH Department of Laboratory Pathology employees, faculty and staff are responsible for complying with this policy.

**DEFINITIONS**

- A. Policy: As defined in the Policy on Creating and Amending Policy, a statement of principle that is developed for the purpose of guiding decisions and activities related to governance, administration, or management of care, treatment, services or other activities of WFBH. A policy may help to ensure compliance with applicable laws and regulations, promote one or more of the missions of WFBH, contain guidelines for governance, and set parameters within which faculty, staff, students, visitors and others are expected to operate.
- B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.
- C. Electronic Device: Includes but is not limited to iPad, Smart phones/cellular phones, smart Watches, Kindles, MP3 devices, tablets and laptops.
- D. Direct patient care areas: All patient care and procedural areas, including all phlebotomy collection sites.

- E. Indirect patient care areas: All laboratory and pathology testing areas, all work areas, and all elevators and hallways utilized by patients and/or visitors.,

## **POLICY GUIDELINES**

### **A. Cellular Phones**

- 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 nontreatment 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.

**LITERATURE REFERENCES:**

**RELATED POLICIES/PROCEDURES IN NAVEX:**

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

**ATTACHMENTS/LINKED DOCUMENTS IN TITLE 21:**

**REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.**