
 <p>POLICY</p> <p><input checked="" type="checkbox"/> Met Campus</p> <p><input checked="" type="checkbox"/> Ouellette Campus</p>	Document Identification (Title): USE OF PERSONAL CELL PHONES AND PERSONAL DATA ASSISTANT (PDAs)		Page 1 of 2
	Author: President and Chief Executive Officer	Authorized By: President and CEO 	Effective Date:(mm/dd/yyyy) 02/24/2014 Next Review Date:(mm/dd/yyyy) 02/24/2017 Revision Date: (mm/dd/yyyy)

USE OF PERSONAL CELL PHONES AND PERSONAL DATA ASSISTANT (PDAs)

PURPOSE:

To provide guidelines for use of personal cell phones/personal data assistants (PDAs) by employees in the workplace.

POLICY:

Use of personal cell phones/personal data assistants (PDAs) by Windsor Regional Hospital employees is limited during work hours. Employees may use cell phones/personal data assistants (PDAs) during lunch or break periods in private space away from all patients, common patient care areas, and common work areas.

The only exception is that personal cell phones may be used to conduct hospital business/patient care by employees.



Personal cell phones/personal data assistants (PDAs) not required to conduct hospital business/patient care by employees are to be turned off and stored during working hours and are not to be kept on your person.

If you are an employee and are of the opinion you have to use a personal cell phones/personal data assistants (PDAs) on a regular basis to conduct hospital business/patient care you must discuss this with your direct supervisor before doing so. The purpose of this discussion is to determine if the hospital needs to provide you with a hospital owned device.

Cell phones/personal data assistants (PDAs) owned by the hospital and issued to employees may be used for business/patient care purposes.

DEFINITIONS:

Cell Phone/Personal cell phones/personal data assistants (PDAs) – A wireless telephone that uses radiofrequencies to send and receive communications with other telephones, both wireless and landbased which may or may not have the capability to take pictures and videos. Cell phones/personal data assistants (PDAs) may also be considered any device capable of being networked by a private network provider to obtain information and send information over the internet. Examples are blackberry, iphone, ipad, android

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etc.

Employees – are individuals who are considered employed by Windsor Regional Hospital in accordance with Canada Revenue Agency and Ontario *Employment Standards Act*.

RESPONSIBILITIES:

- A. All employees are required to follow this policy.
- B. Supervisors are responsible for initiating progressive disciplinary actions for employees who fail to comply with this and other hospital policies.

PROCEDURE:

- A. Any use of cell phones/personal data assistants (PDAs) to record or take still or video pictures of other employees and/or patients is strictly prohibited and such activity may subject an employee to immediate termination.
- B. Any unauthorized communication of Hospital confidential information to any party through the use of cell phones/personal data assistants (PDAs) is strictly prohibited and such activity may subject an employee to immediate termination.
- C. Employees who violate this policy will be subject to disciplinary action up to and including immediate termination of employment.