

Title:	Personal Electronics Usage		
Department/Service Line:	Laboratory		
Approver(s):	CLIA Director		
Location/Region/Division:	BAS-NTX		
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SCOPE

This policy applies to employees, volunteers, students, and contractors of Baylor Scott & White All Saints-Fort Worth laboratory.

DEFINITIONS

When used in this document with initial capital letter(s), the following word(s)/phrase(s) have the meaning(s) set forth below unless a different meaning is required by context. Additional defined terms may be found in the BSWH P&P Definitions document.

None

POLICY

The purpose of this policy is to ensure that neither work productivity nor the workplace are interrupted with non-business related phone calls, text messaging, and other methods of electronic communication/entertainment.

PROCEDURE

- Personal telephone calls must be limited to calls of an urgent or emergency nature only.
- Employees must give accurate contact numbers to family, schools, day care etc.
- Employees should avoid using departmental business telephones during breaks or lunch and should place calls from phones located in non- business locations (break rooms, unoccupied offices, etc.).
- Personal long distance telephone calls must be charged to the employee's home telephone or personal charge card. Charging long distance calls to the hospital is considered misconduct which will result in disciplinary action up to or including termination.
- Abuse of hospital telephones for personal calls is misconduct which may result in disciplinary action. The extent of the disciplinary action will depend on the extent of the abuse.
- Ear buds are permitted in the work area under the following conditions:
 - ❖ Only one ear bud is allowed and volume must be kept at a level such that communication is not hindered
 - ❖ Cell phones, MP3 players or other personal electronic devices should be in stowed in your personal clothing, not in a lab coat pocket.
 - ❖ Ear bud is removed/paused when communicating with others in the work area.
 - ❖ Ear buds are not allowed when interacting with patients.

- ❖ Earbuds should not be used outside of the laboratory unless on a break.
- ❖ Earbuds should not be used for personal phone calls or viewing videos.

- Use of personal cell phones, pagers or personal communication devices should only occur:
 - ❖ During approved breaks or meal times, and/or
 - ❖ As a means of communication when engaged in hospital business and must be approved by laboratory leadership.

- Use of the camera feature on any electronic device is strictly prohibited in work areas. Cameras or video recording devices of any kind cannot be utilized to take pictures of company property, patients or Patient Health Information due to HIPAA regulations unless it is within the normal course of an employee’s job responsibilities to do so. Utilizing any camera or video recording device in this manner is considered misconduct which can result in disciplinary action up to or including termination. In some cases, this can also be considered a federal crime and will be reported to federal authorities.

- Employees are to ensure that friends and family members are aware of the department’s standards.

- Laboratory leadership staff is expected to serve as role models and are encouraged to regularly remind employees of their responsibilities in complying with these requirements.

Violation of any of the standards listed above will be considered misconduct and can result in disciplinary action up to or including termination.

ATTACHMENTS

None

RELATED DOCUMENTS

None

REFERENCES

None

REVISION HISTORY

Version #	Effective Date	Description of Change	Revised By	Removed Date
2	10/1/15	Revision to policy statement	Lisa Lingenfelter	
3	10/23/17	Revision to use of personal electronic	Lisa Lingenfelter	
4	12/3/18	Additional detail to ear bud use	Lisa Lingenfelter	