



TRAINING UPDATE

Lab Location: GEC, SGAH & WAH
Department: All staff

Date Distributed: 2/5/2013
Due Date: 3/5/2013

DESCRIPTION OF PROCEDURE

Name of procedure:
Cell Phone Usage and Electronic Media Players Policy GEC.L45, SGAH.L52, WAH.L50 v0
Telephone Courtesy Standards (revised) GEC.L29, SGAH.L32, WAH.L31 v2
Description of change(s):
New Cell Phone Policy to comply with Quest Corporate policy, see attached
Telephone Courtesy Standards revised to refer to the new policy, a copy is NOT attached

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 000)

Non-Technical SOP

Title	Cell Phone Usage and Electronic Media Players Policy	
Prepared by	Leslie Barrett	Date: 1/30/2013
Owner	Lori Loffredo	Date: 1/30/2013

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

To maintain a safe working environment focused on quality and to minimize the risk of wireless communications equipment interfering with or disrupting the function of life support, diagnostic, and treatment medical devices.

2. SCOPE

This policy applies to all laboratory employees.

3. RESPONSIBILITY

All Laboratory employees must comply with this policy.

Laboratory leaders must serve as role models for proper compliance and ensure their employees are made aware of these responsibilities.

4. DEFINITIONS

Electronic Media Players – portable electronic devices that play music (MP3, iPod)

5. PROCEDURE

1. Hospital leaders determine which areas or equipment will be impacted by the use of electronic devices. Signage regarding the use of cellular telephones or other electronic devices will be posted at the entrance of the departments, or in the areas in which its use is prohibited.

2. Personal cell phones are not permitted within the Laboratory areas.
Note: Cell phones may be utilized by Management Team leaders within office spaces.
 - a. **Personal** cell phone use, including text messaging and use of remote Bluetooth headset is prohibited while driving on Company business and **at all workstations**.
 - b. Use of the photography capability of a picture phone is also not permitted and may result in disciplinary action if the photo option is used in an inappropriate manner.
 - c. **Employees are permitted to use cell phones in break rooms, public areas (such as the cafeteria or lobby) and outside of the building.** Use is limited to official break times and conversations should be limited, brief and not disruptive to those in surrounding areas.
 - d. Out of courtesy to other employees, phone ringers should be turned to mute or vibrate mode during work hours.
 - e. Failure to comply may be subject to progressive discipline under the performance management policy.

3. Personal electronic media players are not permitted within the laboratory areas. These devices can detract an employee's attention away from work. This includes cellular phones and smart phones with the ability to play music.

6. RELATED DOCUMENTS

Telephone Courtesy Standards, Laboratory policy

7. REFERENCES

- Wireless Devices, Adventist Healthcare, Inc Corporate Policy AHC4.20
- Cell Phone Usage & Electronic Media Players Policies, Quest Diagnostics Nichols Institute Chantilly, 11/15/12

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

None