

# Electronic Document Control System



**Document No.:** SGAH.L52[0]

**Title:** CELL PHONE USAGE AND ELECTRONIC MEDIA PLAYERS POLICY

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**Status** RELEASED

**Effective Date:** 01-Mar-2013

**Next Review Date:** 28-Jan-2017

**Implementation Date:** 10/5/13 5:24 pm

## **Review**

**REVIEW:** RECURRING REVIEW

### **Approver**

LORI A LOFFREDO

### **Status**

APPROVED

### **Sign-off Date**

1/28/15 8:31 am

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Non-Technical SOP

<b>Title</b>	<b>Cell Phone Usage and Electronic Media Players Policy</b>	
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<b>Owner</b>	Lori Loffredo	<b>Date:</b> 1/30/2013

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

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

Document: SGAH.L52[0] Status: RELEASED, Effective: 3/1/2013, Check Version Before Use

Form revised 3.31.00

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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.

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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

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Form revised: 3/31/00