

TRAINING UPDATE

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

Date Distributed: 1/3/2017
Due Date: 1/31/2017
Implementation: 1/31/2017

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Cell Phone Usage and Electronic Media Players Policy SGAH.L52 v1 Note: this has been converted to a system SOP
Description of change(s):
Section 5: prohibit use in hospital hallways This revised SOP will be implemented on January 31, 2017

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

Non-Technical SOP

Title	Cell Phone Usage and Electronic Media Players Policy	
Prepared by	Leslie Barrett	Date: 1/30/2013
Owner	Robert SanLuis Lori Loffredo	Date: 12/12/2016

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

TABLE OF CONTENTS

1. PURPOSE.....	2
2. SCOPE.....	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	2
6. RELATED DOCUMENTS	3
7. REFERENCES	3
8. REVISION HISTORY.....	3
9. ADDENDA AND APPENDICES.....	3

1. PURPOSE

This policy has two intentions:

- To maintain a safe working environment focused on quality
- 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, certain public areas (such as the cafeteria or lobby) and outside of the building. Cell phones may not be used in the hospital hallways.** Use is limited to official break times and conversations should be **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

NA

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
000	12/15/16	Update owner Header: add other sites Section 5: prohibit use in hospital hallways Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

None