

TRAINING UPDATE

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

Date Distributed: 2/8/2019
Due Date: 2/28/2019

Name of procedure:

Cell Phone Usage and Electronic Media Players Policy SGAH.L52 v1

Description:

There is no change to this SOP.

This update is intended to

- re-inforce the rules regarding the use of cell phones
- remind staff that failure to comply is considered misconduct and will result in disciplinary action

Read the SOP and document your compliance with this training update by taking the quiz in the MTS system.

SGAH.L52 Cell Phone Usage and Electronic Media Players Policy

Copy of version 1.0 (approved and current)

**Last Approval or
Periodic Review Completed** 12/14/2018

**Next Periodic Review
Needed On or Before** 12/14/2020

Effective Date 1/30/2017

Uncontrolled Copy printed on 2/8/2019 6:23 AM

Printed By Leslie Barrett

Organization Adventist HealthCare

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Periodic review	Designated Reviewer	12/14/2018	1.0	Robert SanLuis	Recorded when document uploaded to MediaLab
Approval	Lab Director	12/27/2016	1.0	Nicolas Cacciabeve	Recorded when document uploaded to MediaLab

Approvals and periodic reviews that occurred before this document was added to the MediaLab Document Control system may not be listed.

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
1.0	Approved and Current	First version in Document Control	12/19/2018	1/30/2017	Indefinite

Non-Technical SOP

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

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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

Form revised 3/31/00