
Franciscan Health System
St. Joseph Medical Center

POLICY & PROCEDURE

POLICY NAME: **CELLULAR PHONES & PAGERS**

POLICY #: 137

DATE ADOPTED: 09/05

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REVISION DATE(S): 6/06, 6/07, 7/11

PURPOSE

To maintain an orderly, professional and productive work environment, employee use of personal cell phones, personal data devices and personal pagers is prohibited during work time and in work areas of the hospital, unless designated below. At all times employees are expected to exercise discretion in their use of cellular phones, data devices and pagers while they are within the hospital.

POLICY

Personal cell phones, data devices and personal pagers may not be carried or used by employees on work time and in patient care work areas. Such use is prohibited due to the potential to interfere with the delivery of prompt, efficient and focused patient care and customer service. During non-work time employees may utilize personal cell phones in the cafeteria, break rooms, private offices or on campus outside of hospital buildings.

Management, and other management designated staff, along with Physicians and other allied health providers are exempt from this restriction and may use cell phones and data devices to conduct hospital business throughout the campus and within the buildings.

I. PROCEDURE

A. General Provisions

1. Employees are discouraged from bringing personal cell phones, data devices and pagers to work.
2. Non-management employees may not use cell phones or data devices, unless they are on a break from regular work and in a non-work area.
3. Personal cell phones, data devices and pagers must be stowed and turned off at all times while on duty, to avoid ringing or vibrating that has the potential to cause disruption in the workplace.

Employee will not have access to, or the use of, personal cell phones, data devices, or pagers while on duty.

4. St. Joseph Medical Center is not responsible for loss or theft of employee personal cell phones, data devices or pagers.
5. Due to patient privacy expectations, under no circumstances may personal cell phones with photography capabilities be utilized for photography on campus.
6. If an employee elects to utilize a personal cell phone during their personal, non-work time, they must do so in the cafeteria, in break rooms, in private offices or outside of hospital buildings. Employees are expected to be discrete while talking on cell phones in public areas. Conversations on cellular phones in hallways are specifically prohibited by this policy.

B. Exceptions

Management, and other management designated staff, along with Physicians and other allied health providers who are members of the medical staff are exempt from this restriction and may use cell phones and data devices to conduct hospital business throughout the campus and within the buildings.

II. RESPONSIBILITIES

A. Supervisors

Supervisors are responsible for ensuring employee compliance with all aspects of this policy.

B. Employees

Employees, including students and volunteers, are encouraged to leave their personal cell phones, data devices and pagers at home. If brought to work, the personal cell phone or pager may not be carried during work time and must be stowed and turned off in accordance with this policy.

C. Management, Management Designees, Physicians and Allied Health Providers

Management and Medical Staff that are permitted to carry cell phones and data devices to conduct hospital business are expected to use discretion and confidentiality in initiating and responding to calls placed to or from cellular phones.

NEXT REVIEW: 6/14
REQUIRED REVIEW: Human Resources
POLICY REPLACES:
DOCUMENTATION: N/A
REFERENCE: