

UW Medicine
Department of Laboratory Medicine
Administrative Policies and Operational Procedures

Title: Use of Personal Electronic Devices (PED) in the Workplace

Department: Administration Policy

Subject: PED's in the workplace, social networking

Policy Number: 100-047

Effective Date: August 1, 2018

Policy:

UW Medicine Department of Laboratory Medicine permits employees to bring a personal electronic device (PED) into the work environment under limited conditions. Use of PEDs for the purpose of work-related communications with other Medical Center employees is permitted if no other university provided device is available at the location where communications are needed. Personal use of PEDs cannot interfere, or appear to interfere with performance of job duties. The use of PEDs in the workplace in accordance with this policy consents the Division Director or their managerial designee to ensure that each device is being used compliantly with UW Medicine privacy and data security policies.

Permitted Devices:

Permitted devices include but are not limited to: iPods, Cell phones, Smartphones, Smartwatches, & MP3 Players. All will be referred to as Personal Electronic Devices (PEDs) for the purposes of this policy.

Permitted Activities:

To ensure the proper and safe use of PEDs Lab Medicine expects employees working in those specific designated areas to adhere to the following guidelines:

1. PEDs may not be visible in laboratory areas or stored on a laboratory bench. If manager approves limited PED use in laboratory areas, they must be kept out of sight, i.e. under lab coat.
2. There is no manipulation of PEDs allowed in the laboratory.
3. No PED usage is allowed when performing patient care or when in sight of patients or clients.
4. PEDs must be silenced in all areas of office or lab.
5. Listening to music/podcasts on PEDs is restricted and limited to preapproved work areas and while doing preapproved laboratory tasks. These areas/tasks are defined by and at the discretion of the laboratory manager/director. They may include noisy/high distraction or isolated areas of the laboratory where music may aid in the ability to concentrate. At all times, these areas must be out of sight of and may not include patient care activities.

6. Communications received on a PED while on the bench can only be viewed or responded to after removal of PPE, hand washing, and outside of the lab and patient contact areas. Time away from the bench must be limited in duration and occurrence and take place during employee's break time unless it is an emergency.
7. Removal of earbuds should not be done with gloved hands. Volume of PED must be kept at a level so that conversations or overhead pages can be heard.
8. In office areas, PED's may be on a desk top but must be kept face down so as to minimize visual distractions. Personal communication received during work time must be responded to during employee's break time unless it's an emergency.
9. Still photographs and audio/video recording are prohibited, except when taken for work-related, educational, or employee recognition purposes and with the approval of each individual involved. Recordings must not contain PHI and must be otherwise compliant with departmental policies. No data may be stored, shared, or transmitted on an unsecured PED device.
10. Should lab management conclude that this policy is facilitating laboratory errors of any type, privileges may be revoked on an individual or group basis.

Prohibited Devices & Activities:

The following is prohibited in the workplace:

- Handheld gaming consoles and DVD players are prohibited in the workplace.
- Use of the UW Medicine computers to download music onto employees' iPod or other portable music device is prohibited.
- With the exception of work-related communications with other Medical Center employees or personal emergencies, employees are strictly prohibited from texting, using a cell phone, and reading personal email except during break times.
- Employees are prohibited from surfing the internet, streaming video, watching a show, movie or YouTube channel or gaming on their device except during break times.
- Listening to an iPod or other portable music device through earbuds while driving a UW Medicine-issued motor vehicle is strictly prohibited.

References:

UW Medicine Policy - Social Networking Policy and Guidelines - <http://depts.washington.edu/comply/docs/COM-03SocialMedia.pdf>

Revision History:

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