



Medical Center

Department of Clinical Laboratory & Anatomic Pathology

To: All Laboratory Staff

From: Cedric Bol, Interim Lab Director *Cedric Bol*
05/17/2021

Subject: Use of Personal Cell Phones – HW 410

Date: May 17, 2021

General Directive Regarding Use of Personal Cell Phones:


While at work, Laboratory personnel are expected to exercise discretion in using personal cellphones. Excessive usage of personal cellphones during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time when possible.

Clinical Healthcare Professionals need to be mindful about the usage of personal cellphones for personal use during work hours especially in the work area where Patient Information is being worked on and the possibility of any potential interference with patient care equipment. That is why it is prohibited for personal cellphone usage in all patient care areas which includes direct and indirect patient care.

RUHS Housewide (HW) Policy 410 addresses this General Directive. HW 410 is not intended to cover every situation or problem that may arise, but staff members are encouraged to seek guidance and assistance from Laboratory Leadership and Human Resources in order to resolve issues and ensure appropriate working conditions for all staff that will not hinder productivity.

RIVERSIDE UNIVERSITY HEALTH SYSTEM – MEDICAL CENTER

Housewide

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Title: Use of Personal Cell Phones	Effective Date: 3/9/2021	<input type="checkbox"/> RUHS – Behavioral Health <input type="checkbox"/> RUHS – Community Health Centers <input type="checkbox"/> RUHS – Hospital Based Clinics <input checked="" type="checkbox"/> RUHS – Medical Center <input type="checkbox"/> RUHS – Public Health <input type="checkbox"/> Departmental	
Approved By:  Jennifer Cruikshank CEO/ Hospital Director		<input type="checkbox"/> Policy <input type="checkbox"/> Procedure <input checked="" type="checkbox"/> Guideline	

1. DEFINITIONS

- 1.1 Mobile device. This is a mobile phone or mobile, also called a wireless, cellular phone, cell phone, or cell speaker box is a long range, portable electronic device for mobile communication, which could include voice or text.
- 1.2 Cellular. This is related to a mobile telephone system that uses a number of short-range radio stations to cover the areas that it serves.

2. POLICY

- 2.1 This policy is intended to provide a safe patient care environment through the implementation of reasonable and appropriate safeguards to protect against the risks and vulnerabilities specific to portable data devices and cell phone use at Riverside University Health System (RUHS) – Medical Center and to provide a safe patient care environment.
- 2.2 Safe cell phone usage will enable staff to
 - a. Avoid distraction from the provision of patient care services, reducing medical care errors, and improving patient satisfaction with RUHS – Medical Center.
 - b. Avoid potential interference problems between frequency transmissions by cellular (cell) phones and patient care equipment.
- 2.3 Use of personal cell phones is:
 - a. Prohibited in front of patients or in patient care areas.
 - b. This prohibition includes such use during transport or care of a patient in any area either inside or outside of the hospital.
 - c. Personal cell phones may be used on designated break times.
 - d. Personal cell phones may be used in the break room, outside or in a designated area.
- 2.4 Cell phone safety
 - a. All employees are expected to follow applicable local, state and federal laws and regulations regarding the use of cell phones at all times. For instance, do not talk or text while driving during work hours.

Document History:

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