



Policy & Procedure

<input checked="" type="checkbox"/>	Corporate	<input checked="" type="checkbox"/>	SLCH
<input checked="" type="checkbox"/>	GSRMC	<input checked="" type="checkbox"/>	SNLH
<input checked="" type="checkbox"/>	SAGH	<input checked="" type="checkbox"/>	SPCH

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Owner: SHS Corporate Operations	Authorized by: VP/Patient Care
Cell Phone/Electronic Device Personal Use	

APPLICATION

All patient care settings of SHS.

POLICY

Samaritan Health Services (SHS) *disallows* the use of personal communication devices when such activity undermines the integrity of an individual(s) rights to privacy, affect the quality of our patient care, and interfere with the efficient operation of the organization. This policy serves to define the use of personal communication devices that individuals may bring into the work site or issued by SHS.

PROCEDURE

DEFINITIONS:

1. **Personal Communication Device** – Electronic media or communication devices like, but not limited to, cell phones, tablets, wireless devices, laptops, etc.
2. **Employee** – Any individual employed directly by SHS and assigned to work at any SHS operated facility.

IMPLEMENTATION:

- A. Personal communication devices, e.g. cellular phones, can be used for patient care applications in clinical areas.
 - 1) While in the work area, personal cell telephones/electronic devices are required to be turned off or set to vibrate. (This *includes* instant messaging and text communication.)
 - 2) Pictures of the work environment, patients and/or visitors are not permitted on personal communication devices or social network accounts, even if the patient/visitors give permission.
- B. Use of SHS phones for personal use should be limited to emergencies only. Placing or receiving personal telephone calls during work hours is discouraged. However, we recognize that occasionally personal phone calls in case of an emergency need to be placed or received.
 - 1) Personnel placing or receiving phone calls, instant text messages, or text communication should move to an area where it is not disruptive to other individuals in the department; this should not occur in patient rooms or during patient care activities
 - 2) Personal communication devices may be used during lunch, breaks, or any designated personal times in a non-patient care area.
 - 3) Personal calls should be brief and infrequent.
 - 4) Family members should be given department telephone number to reach staff members in case of an emergency.

- C. Any exemptions to the above policy, e.g. extenuating circumstances requiring immediate access by family and staff, must be discussed with management.
- D. Violations to the above mentioned will result in corrective action.

REFERENCES

- SHS Cellular Telephone/Radio Frequency Communication.

REVIEW/REVISION HISTORY

Date of Revision	Revision #	Revision / Review	Revision Description	Collaborated With (i.e. Standardization Committee, VP's, Quality, Risk)
Date Released	0	New		
09/19/2011	0	Revision	Archived	
09/19/2011	1	Revision	Applicable to all staff in a patient care setting	Corporate Operations
09/25/2012		Review		
09/26/2014		Review		
		Select		
		Select		
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