



LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER

SUBJECT: PERSONAL USE OF CELLULAR PHONES AND ELECTRONIC DEVICES

POLICY NO. 467

CATEGORY: Administration	EFFECTIVE DATE: 7/06
POLICY CONTACT: Keisha Belmaster	UPDATE/REVISION DATE: 5/22
REVIEWED BY COMMITTEE(S):	

PURPOSE:

To establish guidelines for use of cellular phones and electronic devices by workforce members.

POLICY:

Harbor-UCLA Medical Center has established guidelines for the use of personal cellular phones and other electronic devices in the workplace.

DEFINITIONS:

Cellular phones include all wireless communication devices, any hand-held portable vehicle mounted communication device, and cellular telephones equipped with camera or recording capability.

Electronic Devices include, but are not limited to, cellular phones, personal digital assistants, (e.g., iPhones, Smartphones, MP-3 players, iPods, radios, CD players, two-way radios, and tablets).

Workforce Members are defined as a County employees and non-County staff (volunteers, contract personnel, non-compensated staff, students).

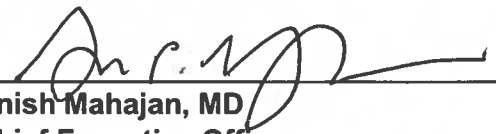
PROCEDURE:

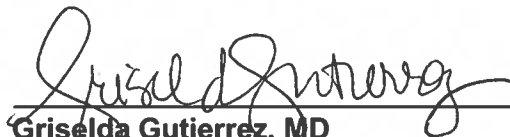
1. Cellular phones and other electronic devices are only permitted for personal use when workforce members are off duty and on breaks, unless in an emergency, which is rare. This usage includes calls, texting, sending "tweets" or "emails", posting to social media sites, and/or internet/surfing.
2. Infrequent, brief uses for urgent personal communication (e.g., short text to/from family) may be permissible if such use does not jeopardize patient care or patient experience and does not present an undue distraction from work duties. **Such uses are not permitted in front of patients.**

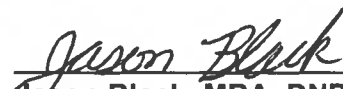
REVISED: 1/11, 9/14, 10/19, 5/22

REVIEWED: 9/14, 10/19, 5/22

APPROVED BY:


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3. Workforce members performing duties that specifically require ongoing active attention or monitoring, such as but not limited to telemetry monitoring, shall not use mobile devices for any purpose unless they are using hospital-owned cellular phones for direct patient care or emergency communications.
4. If an employee is operating a motor vehicle or other heavy machinery as part of their work, the employee shall not use any cellular phone or electronic device to talk (including dialing or looking up numbers) or text (writing, sending, or reading text-based communications such as text messages, instant messages, or e-mail using an electronic wireless device). It is recommended that employees operating a County vehicle should pull over to a safe location or parking lot to conduct a telephone conversation or other telephone activity. Use of a hands-free device may be permitted while driving in certain circumstances (e.g., when in transit between facilities).
5. Use of cellular phones or electronic devices for other uses beyond that noted above (e.g., games, online streaming, social media, videos, etc.) while on duty is strictly prohibited.
6. During business hours, all cellular phones must be kept on "vibrate" or "silent" mode.
7. Only hospital-owned cellular phones or electronic equipment are to be used for medical evaluation purposes and only with the written consent of the person being recorded or photographed. The original consent should be kept with the Human Resources Department and a copy must be given to the consenting party for their records. Cellular phones with these capabilities should always be in the "off" mode when taken into County restrooms or other County areas where privacy is of concern to patients, families, fellow employees, or management.

An employee found to be in violation of the state laws regarding the use of cellular telephones and other electronic devices while operating a motor vehicle will be responsible for any citations received for those violations.

CROSS REFERENCES:

DHS Policy No. 861.3, Telephone Usage