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Name: HPEI Personal Wireless Communication Device Usage Policy

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Policy and Procedures Manual

PERSONAL WIRELESS COMMUNICATION DEVICE USAGE

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|--|---|--------------------------------|
| Health PEI - Human Resources | | POLICY & PROCEDURES |
| Applies To: | All Health PEI Staff, Physicians, Students and Volunteers | |
| Monitoring: | Executive Director of Human Resources | |
| Approving Authority: | Senior Management Group | |
| Date: | Effective: February 1, 2017 Next Review: February 1, 2020 | |
| <p>This is a CONTROLLED document. Any copies of this document appearing in paper form should always be checked against the electronic version prior to use.</p> | | |

1.0 POLICY

Personal wireless communication devices (WCD) shall NOT be kept on the person of any employee during their scheduled hours of work.

- 1.1 Personal communication devices will be kept in personal bags or employee assigned storage spaces during scheduled hours of work.
- 1.2 Personal phone calls, messaging or social media type activities shall be done at appropriate times (during break time and meal periods) in non-work and non-patient areas to limit both patient and co-worker disruption.
- 1.3 **EXCEPTION: Health PEI shall designate and authorize staff with bona fide responsibility to use personal wireless communication devices for work purposes. Designation is the responsibility of the CEO or his/her designate. For these employees only, the following applies:**
 - (a) When assisting with the delivery of patient care, the device can only be used in locations that do not have local operational restrictions such as the intensive care unit, operating room, emergency room, or other designated restricted areas.
 - (b) All privacy laws and policies must be followed regarding photography, video images and any other recordings.

2.0 DEFINITIONS

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| Patient: | <p>Any person receiving services from Health PEI. Also includes those referred to as clients and residents and, where appropriate, legal guardians, authorized substitute decision makers, or legal proxy of the patient. (Source: Patient Safety Incident Reporting Policy)</p> <p>A generic term used to describe any person receiving care including patients, clients, and residents from a health care provider(s) affiliated with Health PEI. (Source: Patient Rights and Responsibility Policy)</p> |
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| Patient Care Area: | Any location where health care is provided, including emergency care, pre-hospital care, hospital care, long-term care, home care, ambulatory care, and facilities and locations in the community where care is provided. Note: Definitions of settings overlap, as some settings provide a variety of care (e.g., chronic care or ambulatory care provided in acute care, complex care provided in long-term care, etc.) <i>Source:</i> Routine Practices Policy |
| Staff, Physicians and Students: | Persons involved in providing care and / or service within Health PEI facilities and programs. This also includes physicians, students and contract workers. |
| Social Media: | An internet or mobile device application, location, or site that provides users with the opportunity and means to participate in, develop, or share content or views and opinions with others (e.g., Facebook, Twitter, MySpace, LinkedIn, Instagram, Snapchat and Blogs etc.). |
| Volunteer: | A person who performs or offers to perform a service willingly and without pay. |
| Wireless Communication Device: | Devices that use two way radio-spectrum frequencies to communicate within the public telephone system or other public telecommunications systems, including but not limited to cellular telephones, smartphones (Blackberry, Palm, iPhone, etc.) and two-way pagers. |
| Work Time: | A time period when you are required to work (i.e., when not on a break), includes volunteer shifts. |

3.0 PURPOSE/SCOPE

The purpose of this policy is to establish Health PEI's expectations of staff, physicians, students and volunteers to use personal wireless communications devices responsibly while at work.

4.0 APPLICATION

This policy applies to all Health PEI staff, physicians, students and volunteers.

5.0 PROCEDURES

5.1 All health care workers are required to:

- Know and understand this policy;
- Comply with this policy and its related policies;
- Notify his/her manager if they believe that they or any other health care worker may have violated this policy;
- Consult their manager if uncertain about how to interpret or apply this policy.

5.2 All managers / directors are required to:

- Know and understand this policy;
- Comply with this policy and its related policies;
- Offer guidance to any health care workers that have questions regarding the use of social media, and how to interpret or apply this policy;
- Inform human resources of any violation of this policy.
- Take necessary next steps including investigation and management.

6.0 MONITORING

- 6.1 The Executive Director of Human Resources is responsible for enforcing this policy and collecting feedback related to this policy every three years and making amendments to this policy as per Health PEI's policy review cycle and standards.
- 6.2 Health PEI staff, physicians, students and volunteers found in breach of this policy will be subject to disciplinary action up to and including termination.

7.0 REFERENCES**Related Documents**

Internet and Computer Acceptable Use
 Privacy and Confidentiality of Health Information
 Health PEI Code of Conduct
 Pledge of Confidentiality

Related Policies

Alberta Health Services, Cell Phones and Other Mobile Devices, February 3, 2015
 Health PEI, Queen Elizabeth Hospital, Electronic communication Devices – Personal use, January 2015
 Health PEI, Long Term Care, Personal Phone Calls / Cellular Phone Usage, September 2012
 Horizon Health Network, Appropriate use of Wireless communication Devices, June 18, 2013
 Jewish General Hospital, Cell Phone Policy
 North Bay General Hospital, Cell Phones / Other Electronic Communication Devices, January 2010
 Northern Health, Cell Phones and Electromagnetic Interference, June 15, 2004
 Quinte healthcare Corporation, Safe and Appropriate Use of Cellular Phones and Wireless Devices, March 2016
 Southlake Regional Health Centre, Wireless Communication Devices – Hospital Issued, June 2008
 Winnipeg Regional Health Authority, Staff use of Cell Phones and Other Wireless communication Devices – Interference with medical Equipment, February 2011

Appendices

N/A

8.0 STAKEHOLDER REVIEW

| Group / Committee | Dates of Review |
|--------------------------|------------------------|
| Senior Management Group | January 9, 2017 |
| Legal Council | January 9, 2017 |
| Human Resources | January 9, 2017 |

9.0 REVIEW HISTORY

Review Dates: _____
