

	<b>POLICY: Use of Cellular/Smart Phones</b>
<b>Department:</b> Inova Fairfax Medical Campus (IFMC)	<b>Key Words: Cellular Phones, Smart Phones, Interference Risks, Camera Cell Phone Violations</b>
<b>Unit:</b> All IFMC units	
<b>Policy Manual:</b> IFMC Administrative Policy & Procedure Manual 7-28-1	
<b>Original Policy Date:</b> 10/06	<b>Revised Dates:</b> 3/27/14; 02/11; 05/09
<b>Approved by:</b>  Maureen Swick, RN, PhD, NEA-BC COO, Inova Fairfax Medical Campus	

## I. Policy

- I. It is recognized that employees must sometimes place or receive personal calls at the workplace. However, it is essential that personal use of cellular/smart phones does not interfere with work responsibilities and patient care.
- II. Cell phone/Smart phone use by staff is prohibited for personal usage in patient care or public areas, including lobbies, public hallways, and waiting areas. Staff may use cell phones in patient care areas as it relates to their clinical and administrative duties, which may include apps for patient care, connections to email, pagers or on-call contacts. Unless otherwise authorized, personal messaging should be done during lunch/break or in case of an emergency.
- III. To support our “Culture of Quiet” those using cellular phones or spectra links should be mindful of others around them by keeping conversations brief and at a low tone. The ringer should be kept low or on silent.
- IV. To support our “Culture of Service” to one another and those we care for, please refrain from using your device in public corridors (i.e. walking in the hallway, elevator). Live in the moment and do not allow the digital distraction, our patients and colleagues deserve your undivided attention.” If you need to use your device, step to the side, or in a private area.
- V. Use of any type of Camera cell phone app to take pictures of patients or staff is strictly prohibited as it violates hospital HIPPA rules and regulations. Medical Photography must be authorized by the patient or a member of the healthcare team. (Please refer to Patient Media Authorization to Release/Disclose Protected Health Information, located in the Media Shared Drive).  
Cellular phones with camera capability require vigilance out of concern for patient and staff privacy and confidentiality.

## II. Purpose

This policy provides guidance on the use of cell/smart phones on the Inova Fairfax Medical Campus.

### III. Applies to

#### Inova Fairfax Medical Campus Operating Units

### IV. Enforcement

- Employees, physicians, patients, and visitors are informed of the policy on cell phones through signage, orientation and distribution of information.
- Staff has a responsibility to educate peers, patients and visitors of cell phone restriction upon witnessing a violation.
- Staff should politely address improper cell phone usage directly with visitors by educating them about the policy. Staff may also notify the Security Control Center (SCC) at 703-776-3180 immediately when problems arise with visitor policy compliance. Security officers can explain the policy on cellular telephone and camera usage to visitors and if necessary, escort them to an authorized area.
- Staff should politely and immediately address improper cell phone usage by their peers and/or notify their manager for further education and/or coaching.

### V. Procedure

#### Exceptions:

- **Spectralink (<50mW) and other low power devices that have been approved by the Communications Department and Biomedical Engineering**
- **Handheld transceivers (walkie-talkies) used by emergency personnel and security or medical staff during emergencies.**