PURPOSE:

To insure the safety, privacy and confidentiality of all of patients, visitors and staff at the facility. To
balance the communication needs of employees with the needs of patients in regards to safety, privacy
and patient satisfaction.

POLICY:

It is the policy of RWJBarnabas Health (RWJBH) to permit the use of personal and business cell phones
and other hand-held devices within the facility provided the established guidelines are followed.

1. Personal cell phones and other electronic devices are not to be used by employees while on duty
   and while in the performance of their duties; personal calls, both received and called out, using
   cell phones should be limited to break and meal times.
2. The use of headsets and other hands-free equipment does not change the restrictions set forth in #1
   above.
3. Employees are permitted to use their personal cell phones in non-public and non-patient care areas
   while on duty to make and receive urgent and emergent phone calls, text messages and e-mails.
4. ‘Surfing’, shopping, and engaging in other activities on the internet or in social media is not
   permitted during work hours.
5. Use of cameras and other recording devices on phones (including audio) on the premises of
   RWJBH is prohibited at all times. Phones with the capability are to be turned off while on the
   premises.
6. Patient information cannot be transmitted via text/sms/mms on any personal/work provided
   mobile device.
7. The following considerations should be made by employees when using personal cell phones:
   a. Am I using my phone when there is work to be done?
   b. Am I using my phone in an area where the public or patients can see or hear me?
   c. Am I using my phone for urgent or emergent needs?
   d. Is the use of my phone distracting me from my work duties?
8. Employees who do not adhere to this policy are subject to corrective action up to and including
   discharge.
9. Cellular and electronic devise use is permitted for circumstances as covered under local, state and/or federal regulations.

PROCEDURES:

1. Employees:
   a. **Personal Cell Phones**: If an urgent or emergent need necessitates the use of a cellular phone, its use may not be in patient care areas or any public area of an RWJBH facility where a conversation can be overheard by patients, visitors or other employees; ‘Surfing’, shopping, and engaging in other activities on the internet or in social media is not permitted during work hours; and patient information cannot be transmitted via text/sms/mms on any personal/work provided mobile device.

   b. **Camera/ Recording equipped Cellular Devices**: To ensure the privacy of patients, visitors and employees, as well as to ensure the confidentiality of all records, etc., camera-equipped and recording devices (including audio) belonging to employees must be turned off during working hours and may not be used at any time on RWJBH premises.

   c. **Use of RWJBH Provided Cell Phones/Personal Electronic Devices (PED)**: Where job or business needs demand immediate access to an employee, the facility may issue a business cell or smart phone to an employee for work-related communications.

      a. Employees in possession of an RWJBH issued equipment such as cellular and smart phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee will be asked to produce the phone for return. Employees unable to present the phone in good working condition within the time period requested are expected to bear the cost of a replacement.

      d. **Safety Issues for Cell Phone/PED Use**: Employees who are issued a cell phone for business use are expected to refrain from using their phone while driving. By law, New Jersey drivers are prohibited from handheld cell phone use while driving. Employees should not make or receive telephone calls or text while driving. Employees should let incoming calls go to their voicemail and then find a safe place to leave the roadway before initiating a call. If unavoidable, employees are to keep the call short, use hands-free options and keep their eyes on the road. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.
Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

2. **Visitors**: Cell phone use in patient rooms should only occur if the conversation could be conducted in voice tones of a normal conversation; visitors using cell phones in public waiting areas are to do so without disturbing other visitors; and use of cameras and other recording devices on phones (including audio) on the premises of RWJBH is prohibited at all times. Phones with the capability are to be turned off while on the premises.

3. **Physicians**: Cell phones should not be used in patient rooms; caution should be used outside patients rooms where the public or visitors may overhear the conversation; and use of cameras and other recording devices on phones (including audio) on the premises of RWJBH is prohibited at all times. Phones with the capability are to be turned off while on the premises.