

## Guideline for the Use of Personal Electronic Devices – Diagnostic Radiology

The guidelines for use of personal electronic devices have been developed to avoid interference with staff work activities, protect patient privacy and eliminate distractions to provide a safe environment for patients and staff. It is well documented that interruptions and distractions increase the risk of error. With the increased use of personal electronic devices for personal and business use, all staff must be aware of the potential negative impact and minimize use when in the work area or patient care setting.

Personal devices and personal use are defined as follows:

- Personal devices include cell phones, iPads, personal digital assistants (PDAs), e-book readers, computers.
- Personal use includes answering personal phone calls, personal emails, text messaging, playing games, personal posts on social networks, etc.

### Guidelines:

- Cellular phones and other electronic devices for personal use are prohibited while staff is involved in patient care tasks.
- Cellphones/electronic devices for personal use may be used during breaks/lunches and in areas that are away from patient view or patient care area. (eg: staff lounge, cafeteria).
- Cellphones/electronic devices will be placed on vibrate or silent and stored with other personal items.
- The use of cameras in the work area is not allowed.
- Some personal communications may need to take place during work hours. Staff may use a work phone number for contact information or may periodically check their cell phones, provided they are not actively involved in patient care. Examples of necessary personal communication might be to arrange family/personal schedules or communications for medical/child care purposes.
- If you have questions about these guidelines and how to follow these guidelines, please contact your supervisor.

### References:

Below are references to existing policies used to establish these guidelines. Failure to comply with UI or UIHC policies will result in appropriate disciplinary action. Also included is a recent publication related to patient safety and distractions.

1. Use of Cell Phones and Other Electronic Equipment: [EOC-SAFETY-01.029](#)
2. Acceptable Use of Information Technology Resources: UI Operations Manual, Section II, [Chapter 19.4 Individual responsibilities](#)