

# Vermont Psychiatric Care Hospital Procedure

## Staff Use of Personal Cell Phones

Revised: X

Date: 5/7/2015

- A. VPCH staff are encouraged to lock their personal cell phones in VPCH lockers prior to starting their shifts. If staff choose to carry their personal cell phones with them on their shifts, the following rules must be followed;
1. Personal cell phones must be turned off or placed on vibrate mode at all times while in in patient care areas (patient room areas, Nurses Stations, unit hallways, RS spaces, Yard and Courtyard);
  2. Staff may not use their personal cell phones, including to text or view, while on duty. Phones may only be checked during a break, out of sight of patients, and not in a patient care area.
  3. Notwithstanding the above, VPCH reserves the right to prohibit the carrying of a personal cell phone by one or more staff when, in the professional judgment of the VPCH supervisor, carrying a cell phone may be contrary to the best interests of a patient or staff.
  4. Patient confidentiality and safety is of utmost importance to VPCH. Under no circumstance shall staff use their phones for the photographing, videotaping or recording of patients, their interactions, or any information pertaining to patients. Such use will result in immediate disciplinary procedures, up to and including dismissal.
- B. Individuals who choose to carry personal cell phones are responsible for any loss, breakage or adverse consequences that arise from carrying the personal cell phone. VPCH assumes no responsibility or liability for any loss, damage or harm to a personal cell phone.
- C. Unauthorized use of personal cell phones in prohibited areas may result in progressive disciplinary action up to and including termination.
- D. Annually, VPCH shall undertake employee training on the limitations and restrictions of cell phones while on duty or in the presence of patients.

Approved by	Signature	Date
Frank Reed, Commissioner of DMH		11/29/16