


# Montefiore

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT: USE OF PHONES AND ELECTRONIC DEVICES</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: VII-15</b>
	<b>PAGES: 1 of 2</b>
	<b>DATE ISSUED: MAY 7, 2012</b>
	<b>DATE REVIEWED/REVISED: 08/14/2023</b>

## GENERAL POLICY:

Montefiore Medical Center recognizes that Associates may use cell phones, smartphones, or electronic devices for business and patient care reasons, and, at times, personal reasons. The use of these devices, however, can create a distraction at the workplace and interfere with operations and patient care. Accordingly, Associates are not permitted to use cell phones, smartphones, or electronic devices (including earbuds) for personal reasons in patient care areas or while caring, treating, or transporting patients. Should an urgent need arise for an Associate to use a cell phone, smartphone or electronic device (including earbuds) for personal reasons, the Associate should speak outside of a patient care area, and in a tone that is not disruptive or distracting to patients and other Associates.

For the purpose of this policy, cell phones, smartphones and electronic devices (hereinafter referred to as “phones”) shall include any device that receives or transmits phone calls, emails, or text messages, has internet access, or plays music or games.


## POLICY APPLICABLE TO:

All Associates (including, but not limited to, employed physicians, attending physicians, house staff, students) and vendors, independent contractors, volunteers, and agency workers.

## PROCEDURE:

1. Phones provided to Associates by Montefiore are Montefiore property and should be used for business and patient care purposes only. Associates must avoid unnecessary long distance or roaming charges.
2. Except in urgent situations, while on duty Associates should not use phones or electronic devices to make or receive personal phone calls or text messages. Should an urgent need arise for an Associate to speak on a phone for personal reasons; the Associate should speak outside of a patient care area, and in a tone that is not disruptive or distracting to patients and other Associates.
3. While on duty, Associates should not use phones or electronic devices to check personal email messages, log on to the internet for personal reasons, play games, or listen to music.
4. Unless operational or patient care needs require otherwise, Associates are prohibited from using phones or electronic devices (including earbuds) in patient care areas or while caring for, treating, or transporting patients.

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5. Personal phones should be set to vibrate for incoming calls or at a volume low enough not to be heard by others.
6. Montefiore prohibits the use of phones that create an unsafe work environment (e.g. near machinery, construction activities, etc.).
7. New York State bans the use of phones while driving. Use of phones (even for work-related calls) without a hands-free device is prohibited at all times.
8. Departments may establish additional rules regarding the use of phones and electronic devices that are consistent with this policy.
9. Associates are advised and this shall serve as notice that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means by Montefiore.
10. Associates violating this policy will be subject to progressive disciplinary action, up to and including termination of employment.

Other related policies: VII-19.

*All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.*