



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### PERSONAL CELL PHONE/ELECTRONIC COMMUNICATION DEVICE USE BY EMPLOYEES

**Effective Date:** May 3, 2019

**Policy:** HR-24

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**I. PURPOSE:** To provide guidelines for use of personal cell phones/electronic communication devices by employees in the workplace. To ensure the safety and security of the therapeutic treatment environment and to ensure patient and employee privacy and confidentiality.

**II. POLICY:** Use of personal cell phones/electronic communication devices by Montana State Hospital (MSH) Employees is limited during work hours.

Cell phones/electronic communication devices owned by the hospital and issued to employees may be used for business purposes or other use consistent with policy on State Telephone Network Usage found in the Montana State Government Telephone Directory. Personal cell phones/electronic communication devices may be used to conduct Hospital business by employees as approved by MSH Administration.

**III. DEFINITION: *Cell Phone /Electronic Communication Device:*** A wireless telephone that uses radio-frequencies to send and receive communications with other telephones, both wireless and land-based which may or may not have the capability to take pictures and videos. Cell phones/electronic communication devices may also be considered any device capable of being networked by a private network provider to obtain information and send information over the internet.

**IV. RESPONSIBILITIES:**

A. *All employees* are required to follow this policy.

B. *Supervisors* are responsible for knowing the policy and supporting staff compliance with the policy. Supervisors are also responsible for approving time-limited exceptions. Supervisors will be responsible for initiating progressive disciplinary actions for employees who fail to comply with this and other hospital policies.

**V. PROCEDURE:**

A. Any unauthorized use of cell phones/electronic communication devices to record or take still or video pictures of the facility, employees, patients, or property is strictly prohibited.

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- B. Any unauthorized communication of Hospital confidential information to any party through the use of cell phones/electronic communication devices is strictly prohibited.
- C. Employees may use cell phones/electronic communication devices during lunch or break periods or as authorized in private space away from all patients, common patient care areas, and common work areas.
  - a. Other than as described above, personal cell phones/electronic communication devices are to be turned off and stored during working hours and are not to be kept on person, in patient treatment areas, or nursing stations unless authorized.
- D. Employees who violate this policy may be subject to disciplinary action up to and including termination of employment in accordance with policy and procedure.

**VI. REFERENCES:** None

**VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Human Resources, Director of Nursing, Director of Business and Support Services, Director of Health Information, Director of Quality Improvement.

**VIII. RESCISSIONS:** HR-24, *Personal Cell Phone/Electronic Communication Device Use by Employees* dated April 4, 2016; HR-24, *Personal Cell Phone/Electronic Communication Device Use by Employees*, May 8, 2014; HR-24, *Personal Cell Phone/Electronic Communication Device Use by Employees*, dated March 2, 2011; HR-24, *Personal Cell Phone Use by Employees*, dated June 18, 2008.

**IX. DISTRIBUTION:** All hospital policy manuals

**X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

**XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources.

**XII. ATTACHMENTS:** None.

Signatures:

Kyle Fouts  
Interim Hospital Administrator

Holly Callarman  
Director of Human Resources