

CELL PHONE USE POLICY

- INTENT:**
- To ensure the safety of employees and clients
 - To maintain confidentiality of clients and families
 - To adhere to the BCCNP practice and professional standards
 - To comply with applicable legislation and regulations;

POLICY

The Resource Ability cell phone policy offers general guidelines for using personal cell phones during work hours.

The purpose of this policy is to help us all get the most out of the advantages cell phones offer our company while minimizing distractions, accidents that improper cell phone use can cause. It is also ensure that all employees are adhering to the British Columbia College of Nursing Professionals (BCCNP) practice and professional standards.

This policy applies to all Resource Ability employees.

GUIDELINES

The following are Resource Ability's basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks.

- Prohibits employee use of personal cellular phones, either hands-on or hands-free, or similar devices, for business purposes related in any way to our agency, while driving.
 - This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, internet browsing, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the agency; clients or families; other employees or meetings performed for or attended in the name of the agency; or any other agency-related activities not named here while driving.
- Do not use cell phones for internet browsing or gaming during work hours.
- Prohibits the use of personal cell phone use at work for personal tasks.
- Prohibits the use of cell phones to record confidential information related to clients or families.
- Cell phones will be on silent or vibrate at work and will be checked on breaks or in the event of an emergency can be answered.
 - Please ensure that if you have notifications for other apps on your phone they are turned off so eliminate unnecessary noise/distractions.
 - If a personal call needs to be taken in the event of an emergency, ensure that another trained caregiver is aware and the client is not left unattended.
- Prohibits personal cell phone use for or with the client for entertainment purposes.

We realize the cell phones can be great tools for our employees. We encourage employees to use cell phones when:

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing, in appropriate places and situations.
- To carry out work-related research generic client related questions (medication research, diagnosis/medical questions)
- To keep track of work contacts.
- Cell phones may, and with permission of the family, be used for personal use during periods of downtime (night shifts when all client care and related duties are finished or during the day if there is naps and all other care duties are complete). Families may choose or choose not to share Wifi information, this is the discretion of each family.

DISCIPLINARY ACTION:

Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to termination.

Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the agency confidentiality policy may result in employee termination.

REFERENCES

https://www.bccnp.ca/Standards/RN_NP/PracticeStandards/pages/privacy.aspx
https://www.bccnp.ca/Standards/RN_NP/PracticeStandards/Pages/consent.aspx