
Policy:

Ensure that Physical Plant telephones are used to conduct official business, and to provide a patient care environment that is free from interferences that may affect patient care equipment.

Prevailing Codes and Standards:

Physical Plant Policy, Safety Policy 6.3

Procedure:

I. Telephones

A. General

1. Employees are to receive limited personal telephone calls except for emergencies.
2. Employees are to restrict the use of the telephones for personal reasons.
3. Employees are to limit the use of personal communication devices on the premises.

B. Long Distance Calls

1. Official long distance calls will be approved by the supervisor prior to placement.
2. Personal long distance calls will not be made from facility business phones.

II. Cellular Telephones and Radio Devices

Cellular telephones and radio devices emit electro magnetic interferences (EMI) which may interfere with the proper operation of medical devices creating potential life-threatening problems.

A. Use of two-way radios and cellular phones are prohibited in the following areas (except by University Police, Shreveport Fire Department and Shreveport Police if a true emergency situation exists):

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|-----------------------|------------------------|
| 1. MICU | 7. Telemetry, 7-K |
| 2. SICU | 8. Burn Unit |
| 3. PICU | 9. Heart Cath |
| 4. NICU | 10. Special Procedures |
| 5. OR | 11. Recovery Room |
| 6. Labor and Delivery | 12. Neuro ICU |

- B. Care should be taken when using two-way radios in other areas of the hospital. Keep the two-way radio at least 10 feet from any energized medical device, and if any equipment in the vicinity of the radio user should malfunction, use of the radio is to be terminated immediately.