PPNO List Serv Query Summary: **Personal Electronic Devices**

|  |  |
| --- | --- |
| Contact for further information: | Marika Bishop, BSc., ILCO, ITIL  Manager, Policy Development and Special Projects | Professional Practice Office  Centre for Addiction and Mental Health Tel: (416) 535-8501 ext. 30597 | Cel: (416) 575-2892 | Ema: [marika.bishop@camh.ca](mailto:marika.bishop@camh.ca) |
|  |  |
| Date of Summary | August 12, 2020 |
|  |  |
| Abbreviated Question (as it will appear on search results page) | * Policy and/or procedure that governs the use of personal electronic devices. |
|  |  |
| Keyword(s) Check 1 or 2. Required for website archiving | Policy/Procedure  Practice  Program Info  Committee Structure info  Role  Students  Model/Structure  Care Delivery  Collaboration  Pt. Safety  Regulation/Legislation  Quality/Outcome/Indicator  PP Culture/Leadership  Other: |

Responses: Please cut and paste responses from emails into the table, save and send summary table to PPNO List Serv. Allow 3 weeks for responses to filter in before sending final

| **Responder Info** | **Comments** | **Attachment(s)\*** |
| --- | --- | --- |
|  | | |
| Jessica Schlegel RN Clinical Practice Specialist Surgical Services and Emergency Department **Soldiers’ Memorial Hospital Orillia** Tel: (705) 325-2201 ext. 3440 Cel: (705) 345-8952 [JRSchlegel@osmh.on.ca](mailto:JRSchlegel@osmh.on.ca) [www.osmh.on.ca](http://www.osmh.on.ca) |  |  |
| Grace Sutherland, RN, BScN, MN Informatics Coordinator / Clinical Educator, **Almonte General Hospital**  Tel: (613) 915-5341 [gsutherland@agh-fvm.com](mailto:gsutherland@agh-fvm.com)  [www.almontegeneral.com](http://www.almontegeneral.com) |  |  |
| Melissa Pelletier, RN, BScN, CNeph(C) Clinical Educator | Renal Program Professional Practice **Royal Victoria Regional Health Centre** Tel: (705) 728-9090 ext. 47712 Cel: (705) 229-9846 [pelletierm@rvh.on.ca](mailto:pelletierm@rvh.on.ca) [www.rvh.on.ca](http://www.rvh.on.ca) |  |  |
| Anastasia Carron Professional Practice Supervisor Professional Practice **Bluewater Health** Tel: (519) 464-4400 ext. 5287 [acarron@bluewaterhealth.ca](mailto:acarron@bluewaterhealth.ca) [www.bluewaterhealth.ca](http://www.bluewaterhealth.ca) |  |  |
| Sandra Parsons Document Management Specialist Professional Practice **Southlake Regional Health Centre** Tel: (905) 895-4521 ext. 2435 [sparsons@southlakeregional.org](mailto:sparsons@southlakeregional.org) [www.southlakeregional.org](http://www.southlakeregional.org) | Our Code of Conduct policy states the following:  **Computers, Email, Internet and Social Media**  Southlake computers, mobile devices, network access, and information systems including email and internet are provided for business purposes only. For acceptable use of technology, employees should refer to the [*Internet/Electronic Mail (Acceptable Use)*](http://southlake/DefaultnR.aspx?cid=604&lang=1) policy as well as the policy and guidelines for [*Social Media – Use of*](http://southlake/DefaultnR.aspx?cid=8222&lang=1) which can be accessed on the Hospital intranet. Use of personal technology during working hours should be limited to emergency situations in keeping with our corporate goal of creating an environment where the best experiences happen.  **Smartphone etiquette and perceptions:**  In patient care areas, staff are to refrain from using their smartphones **for personal reasons**.  Smartphones should be set to “silent”, “airplane”, or “do not disturb” modes during patient encounters. Patient permission should be obtained for professional smartphone utilization during patient care activities. Transparency is encouraged during professional smartphone use to minimize negative patient perceptions. |  |
| Heather Hartley, RN, BScN, MScN Professional Practice Specialist – Surgical Specialty BGH, TMH & PECMH **Quinte Health Care** Tel: (613) 969-7400 ext. 2044 [hhartley@qhc.on.ca](mailto:hhartley@qhc.on.ca) [www.qhc.on.ca](http://www.qhc.on.ca) |  |  |
| Kyla Gifford Policy and Standards Analyst Health and Social Services  **Government of Yukon** Tel: (867) 334-6483 [kyla.gifford@gov.yk.ca](mailto:kyla.gifford@gov.yk.ca) [www.yukon.ca](http://www.yukon.ca) |  |  |
| Cathy Vermeltfoort Administrative Support to:  Jane Loncke Clinical Director & Chair, Professional Advisory Committee  Angelique Hamilton Chief Privacy Officer & Director, Health Information Management  **St. Joseph’s Healthcare Hamilton** Tel: (905) 522-1155 ext. 34953 [cvermelt@stjoes.ca](mailto:cvermelt@stjoes.ca) [www.stjoes.ca](http://www.stjoes.ca) | I can’t really find a policy that seems to be geared towards clients or patients, but I’m going to ask our Chief Privacy Officer, to see if there is something that I may be missing or totally unaware of.   ***\*\* Follow up pending. Updated summary will be provided if additional information is provided.*** |  |
| Susan Sibbit, RN, BA Corporate Policy Coordinator **The Royal Ottawa** Tel: (613) 722-6521 ext. 6324 [susan.sibbit@theroyal.ca](mailto:susan.sibbit@theroyal.ca) [www.theroyal.ca](http://www.theroyal.ca) | Currently we do not have a policy – we had started to develop one using a co-design process but then Covid hit! I will share our draft with you when the group reconvenes. |  |

\*Imbedding Attachments: When in a document, with the cursor in the place where you wish to insert another document as an icon, Go to Insert, choose "Object" (not 'file') choose "Create from File" browse for the file name from your directory, once found, check off "Display as Icon" select "OK” The document Icon now appears in this document where your cursor was positioned. Save the document you are working in and the imbedded icon with the document they relate to attached will also be saved to this document.