

 <p><b>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</b></p> <p><b>MOBILE DEVICES &amp; RTs PROTOCOL</b></p>	<p align="center"><b>MOBILE DEVICES AND RADIO-TELEPHONES - USE IN CLINICAL AREAS - STANDARDS</b></p>	<p align="center"><b>Policy 5.1.5 Protocol 1</b></p>
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## OBJECTIVE

It is Bay of Plenty District Health Board's (BOPDHB) policy that a safe clinical environment for patients will be maintained at all times.

## STANDARDS TO BE MET

### 1. Governing Standard

1.1 AS/NZS 2500:2004 Guide to the safe use of electricity in patient care – Mobile Communications 5.7.7

### 2. Scope

2.1 This policy applies to the entire organisation, including contractors, sub-contractors, emergency services personnel, patients and visitors.

### 3. High Risk Patient Care Areas

3.1 Radio-telephones (RTs) should only be used for “listening” (receiving) in high-risk patient-care areas. These areas include ICU, CCU, SCBU, Theatres and the Emergency Department.

3.2 Staff and visitors are to comply with the restriction on use of mobile phones or similar technologies including any 3G enabled devices like ipads, vodems or t-sticks in high risk / intensive care areas.

### 4. Other Patient Care Areas

4.1 In other patient-care areas RTs should only be used for “talking” (transmitting) if more than five (5) metres from electronic medical equipment otherwise they should be used for “listening” (receiving) only.

4.2 It is preferred that mobile phones or similar technologies including 3G enabled devices like ipads, vodems or t-sticks should be used for essential communication only. They should not be used or placed within less than 2 metres of sensitive clinical equipment.

### 5. Electrical Equipment

5.1 All electronic medical equipment susceptible to interference by RTs, mobile phones and 3G enabled devices should be identified by an appropriate sticker attached (a picture of a mobile phone with a red circle around it and a red line through the mobile phone)

5.2 Potential electromagnetic interference should be considered when purchasing or installing electrical and electronic medical and other equipment (refer to Bay of Plenty District Health Board policy 3.5.7 Product Evaluation).

### 6. Emergency Management

6.1 Major Tele-communications Failure

- i. There will be contingency plans for a major telecommunications failure.
- ii. The designated Incident Controller will initiate the implementation of the contingency plan.
- iii. During a major telecommunications failure BOPDHB additional RTs may be obtained from the Emergency Operations Centre and distributed around the Wards and other Departments as necessary.
- iv. The end of the emergency and reversion to normal procedures will be given by either the Duty Manager or Incident Controller.

<p>Issue Date: Jan 2015 Review Date: Jan 2018</p>	<p>Page 1 of 2 Version No: 4</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Operations Co-ordinator</p>	<p>Authorised by: Business Leader, Hospital Support Services</p>	

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## 7. Compliance

- 7.1 Staff in high risk areas need to monitor compliance with this policy. Individuals using mobile phones / RTs must take responsibility for using them in a sensible manner taking into account the potential risks involved.
- 7.2 The manager of the clinical area will arrange appropriate signage to be displayed to ensure that both staff and non-staff are informed of restrictions. Anyone not complying may be requested by staff to move to a safe area or turn the communication device off.
- 7.3 Most sensitive clinical equipment should display a warning if interference occurs and patient monitoring practices in all clinical areas will assist in identification of any improper equipment operation that may be caused by radio-frequency operated communication devices.

## ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.1.5 Mobile Phones and Radio Telephones – Use in Clinical Areas
- Bay of Plenty District Health Board policy 5.1.5 protocol 2 Mobile Phones and Radio Telephones – ICOM Portable Radio Use - Standards
- Bay of Plenty District Health Board policy 3.5.7 Product Evaluation

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