

Pinnacle Health System
Occupational Therapy Department
Student Electronic Technology Guidelines

1. Personal cell phones
 - a. Personal cell phones shall not be kept with the student during regular working hours. They may be stored in the assigned locker or other storage area in vibration mode so as not to disturb other employees.
 - b. Should a student have an extenuating circumstance for needing a cell phone (i.e. family emergency), this must first be discussed with the student's supervisor. If cleared by the supervisor, the phone must remain on vibrate and out of patient sight at all times.
 - c. Students should give the office/department phone number to those in need in case of an emergency.
 - d. Per Pinnacle Health policy, cell phones should not be used within 36" of patient equipment. Also, to minimize safety concerns, the following areas are restricted: the Lab, ICU patient rooms and NICU.
2. Computers
 - a. Pinnacle Health computers are to be used by students for Pinnacle Health and Fieldwork related purposes only.
 - b. The use of Pinnacle Health Systems communications systems and the transmissions sent or received may be monitored by the Pinnacle Health System on an as needed basis by authorized personnel.
 - c. Students should utilize the desk-top computers located in the department and on the nursing units. Lap-top computers in the acute medical and rehabilitation hospitals should be only be signed out/used by a student under a supervisor's discretion and only after all other employees have been assigned a computer for the day.
 - d. Students will concede use of all computers to staff when needed.
3. Social media and Pinnacle Health System
 - a. Students are reminded that we work in an environment where patient privacy is of utmost importance.
 - b. The discussion of student fieldwork on social media sites such as *Facebook* is highly discouraged. Students are reminded that once information is posted on these sites, it is forever "out there".
 - c. Students found placing sensitive, confidential or inflammatory information about Pinnacle Health System, its patients or staff will be immediately terminated.

Updated: November 8, 2012