

**Policy and Procedure**

Title:	<b>Public Use of Cell Phones and Other Wireless Communication Devices - Interference with Medical Equipment</b>
Policy Number:	03.005
Effective Date:	October 5, 2006
Revised Date:	January 6, 2015
Approving Body:	President and CEO
Authority:	CancerCare Manitoba Act
Responsible Officer:	President and CEO
Delegate:	
Contact:	Medical Physics Department
Applicable to:	CCMB Community

1.0 **BACKGROUND:**  
Not Applicable

2.0 **PURPOSE:**

- 2.1 To enhance patient safety by managing limits for the use of cellular telephones, two-way radios and other Wireless Communication Devices that can interfere with the proper operation of certain medical devices or equipment.
- 2.2 To balance the obligation of CancerCare Manitoba (CCMB) to ensure appropriate safety standards are met and to recognize the public's continually increasing use of wireless communication devices.

3.0 **DEFINITIONS:**

- 3.1 **CCMB Facilities:** all physical locations within Manitoba managed by CCMB and housing CCMB-owned or leased medical equipment.
- 3.2 **Electromagnetic Interference (EMI):** the degradation of the performance of a piece of equipment, transmission channel, or system caused by an electromagnetic phenomenon.
- 3.3 **Interference:** the ability of a Wireless Communication Device to temporarily or permanently disrupt the proper and safe operation of a medical device or equipment.
- 3.4 **Public:** all persons not employed or affiliated with CCMB, including patients, family members and visitors.
- 3.5 **Restricted Areas:** heavily instrumented areas where the use of Wireless Communication Devices is restricted.
- 3.6 **Staff:** all persons employed by or affiliated with CCMB including medical staff, volunteers, board members, students and others associated through contracts.
- 3.7 **Turn Off:** to place a Wireless Communication Device into a mode where it is

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prevented from transmitting. Some devices such as cellular telephones, transmit when placed into "Stand-by" mode and must be powered off to be "Turn[ed] Off".

3.8 **Wireless Communication Devices:** those devices that intentionally transmit information through the air. Examples of wireless communication devices include: cellular telephones, smartphones (Blackberry, iPhone, etc), two-way pagers, two-way radios, wireless web enabled laptops or tablets and Family Radio Service (FRS).

4.0 **POLICY:**

4.1 This policy applies to all Wireless Communication Devices within CancerCare Manitoba, regardless of who owns the device.

4.2 Public Use of Personal Wireless Communication Devices

4.2.1 The Public may use their Wireless Communication Devices throughout CancerCare Manitoba, except in restricted areas where they must be Turned Off.

4.2.2 Appropriate usage of Wireless Communication Devices in accordance with other CancerCare Manitoba policies that deal specifically with (but not limited to) privacy, respectful environment and confidentiality; shall be followed at all times.

4.3 Appropriate signs shall be posted throughout restricted areas.

4.4 Two-way radios shall only be used by appropriately trained facility staff and emergency service personnel such as Winnipeg Fire and Paramedic personnel and Winnipeg Police Service personnel. General contractors or third-parties working at CCMB Facilities need to obtain authorization from Facility Management before using two-way radios.

4.5 If CCMB's Nuclear Electronics Department becomes aware of a piece of medical equipment whose function has a reasonable probability of being adversely affected by Wireless Communication devices, Nuclear Electronics reserves the right to tag the medical equipment or device accordingly. The tag will clearly indicate a minimum separation distance that shall be maintained between the medical equipment/device and any Wireless Communication device.

5.0 **PROCEDURE:**

5.1 All staff shall be responsible for asking members of the Public using Wireless Communication Devices in Restricted Areas to discontinue their use and to Turn them Off.

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5.2 If interference between a Wireless Communication Device and a piece of medical equipment occurs or is suspected, the Wireless Communication device should be Turned Off immediately or removed from the area. Involved staff members shall complete a CCMB Occurrence Report and notify Nuclear Electronics.

6.0 **REFERENCES:**

6.1 Public Use of Cell Phones and Other Wireless Communication Devices – Interference with Medical Equipment, WRHA Policy 10.20.041.

6.2 Staff Use of Cell Phones and Other Wireless Communication Devices – Interference with Medical Equipment, CCMB Policy 03.009.

6.3 Audio, Video and Photographic Recordings, CCMB Policy 01.103.

**Policy Contact:**

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**DOCUMENTATION**

**Policy Location:**

This policy is located (hard and e-copy formats):

1. The original signed and approved policy is on file in the Executive Office, CCMB
2. The e-copy is on file in the CCMB Governing Documents Library, SharePoint
- 3.

**Revision History:**

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
05/10/2006	1	Initial		
20/08/2011	2	Minor revision		
06/01/2015	3	Minor revision	Med Physics Policy Team	Revisions made to align with WRHA policy.
28/03/2018	3	Minor revision	S.Friedenberger	Reformatted to new template

**Approvals Record:**

This Policy requires approval by:

Approval	Date	Name / Title	Signature
		Not required.	

**FINAL APPROVAL:**

Date	Name / Title	Signature
14/07/2015	Dr. S. Navaratnam President and CEO, CCMB	<i>Original signed by Dr. S. Navaratnam</i>