

# Bardon Doctors Centre

## Mobile telephones and non structured Personal Computer use

### Form HR 3.3

As part of our continuing frontline risk management program mobile telephones and non structured personal computer use are two identified areas of concern.

- o mobile telephones due to there distracting nature
- o personal computer use due to the distracting affect on other staff

To this end would you please adhere to the following practice Policy: -

1. Mobile telephone are to be left in the staff locker during work hours (the exception to this would be for those times when there is a family emergency, which by its very nature would fall into the frontline risk management program areas of concern and needs to be advised to Front office manager or in their absence one of the doctors)
2. Personal Computer use when on a break or lunch to be restricted to an appropriate computer.

To put this in context: we are happy with staff doing commonly accepted personal use of internet during their break. These would include spending a few minutes checking email, internet banking, news site etc. However, if this is done at the reception desk, then you must continue to represent the practice accordingly, i.e. say hello to patients, not let the phone ring out, so as not to convey the wrong message to patients who do not know you are on morning tea/lunch.

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I, \_\_\_\_\_ have read and had answered all my questions regarding Bardon Doctors Centre policy. I understand the implications of breaching this policy.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_