

CENTER OF SPECIAL CARE
POLICY AND PROCEDURES

TITLE: STUDENT GUIDELINES FOR APPROPRIATE USE OF PERSONAL TECHNOLOGY IN THE CLINICAL SETTING	EFFECTIVE/REVISED DATE: 04/06/2021
LAST REVIEWED WITHOUT CHANGES DATE: 06/01/2019	
RESPONSIBLE DEPARTMENT/COMMITTEE: NURSING PROFESSIONAL DEVELOPMENT	
APPROVED BY: VP OF NURSING/CNO	
CITATION/REFERENCE: N/A	
REPLACES/PREVIOUS TITLE: STUDENT GUIDELINES FOR USE OF PERSONAL TECHNOLOGY AND SOCIAL MEDIA IN THE CLINICAL SETTING	

PURPOSE: To provide guidance to students participating in a clinical rotation at the Hospital for Special Care related to use of personal technology and social media in the patient care setting. All activities must not compromise patient safety, violate patient privacy and confidentiality, or interfere with functioning of medical equipment.

GUIDELINES:

1. Students must adhere to the privacy regulations as stated in the Health Insurance Portability and Accountability Act (HIPAA). No individually identifiable information related to patients will leave the facility in which the student is working. This applies before, during and after completion of their clinical rotation at the Hospital for Special Care.
2. Students may not use personal technology devices, including cell phones, for talking, e-mailing, texting, and personal conversations, whether oral or digital, while in the clinical setting as defined as the patient care areas or units.
 - 2.1 Students may use these devices for this purpose in approved areas of the hospital such as the cafeteria or main lobby, outside their scheduled clinical time on the patient care unit.
 - 2.2 Personal technology devices should never be used to record or share any identifiable patient information, whether as data in a text format, digital image, audio recordings, or any other type of data storage.
3. Students may use hospital computers, educational resources, accessed via internet/intranet provided by the Hospital to research patient related questions or conduct a literature search.

STUDENT GUIDELINES FOR APPROPRIATE USE OF PERSONAL TECHNOLOGY IN THE CLINICAL SETTING (Cont.)

4. Students should not be utilizing the internet during clinical if unrelated to the clinical objectives and experience. Use of the hospital's WIFI is permitted using personal devices during breaks or outside of the clinical time and unit.
5. Videotaping, photographing, printing, copying, scanning or transmitting patient medical records by students is not permitted.
6. Photographing, videotaping or engaging in video call/chat platforms with patients by students is prohibited. Students are strictly prohibited from transmitting by any way of electronic media any patient-related image. This would constitute a serious breach of HIPAA with serious consequences.
7. Students should not discuss or write about clinical experiences, patients or the clinical location in any manner on social media sites such as, but not limited to, Facebook®, blogs, Wikis®, video sites and on-line chat rooms or forums. Disparaging, threatening, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive remarks about the experience, co-workers, faculty or other students are prohibited. Refer to hospital policy, "Social Media" for more guidance on this subject.
8. Students will maintain professional boundaries with patients and families in the use of electronic media. Online contact with patients or former patients blurs the distinction between a professional and personal relationship (ANA, 2011; NCSBN 2018). The fact that a patient or family may initiate contact with the student does not permit the student to initiate a personal relationship with the patient or family.
9. Students have a responsibility to immediately report any potential breaches of confidentiality to their instructor. The instructor will bring the matter to the attention of the Hospital for Special Care Unit Manager.

References:

- American Nurses Association (ANA). (2011, September). *ANA's Principles for Social Networking and the Nurse*. Silver Spring, MD Nursesbooks.org.
- National Council of State Boards of Nursing (NCSBN). 2018. *A Nurse's Guide to the Use of Social Media*. (Retrieved from www.ncsbn.org).