

Mobile Phone Policy

This policy is designed to support cadets in **maintaining professional standards**, ensuring **patient safety**, and protecting **confidentiality** during observational work experience placements.

1. Purpose

To provide clear guidance on the appropriate use of mobile phones by cadets during their participation in the programme, particularly during observational work experience placements, in line with NHS, NMC, and RCN standards.

2. Scope

This policy applies to all cadets enrolled in the RCN King's Nursing Cadet Programme, including during:

- Observational work experience
- Educational sessions
- Programme-related events and activities

3. Principles

- **Professionalism:** Cadets must uphold the highest standards of conduct and professionalism.
- **Confidentiality:** Patient and staff privacy must be protected at all times.
- **Safety:** Use of mobile phones must not interfere with clinical care or equipment.
- **Respect:** Mobile phone use should not disrupt the learning environment or patient care.

4. Policy Guidelines

4.1 General Use

- Mobile phones must be **switched off or set to silent** during observational work experience and educational sessions.
- Personal use of mobile phones is **not permitted** during work experience hours, except during designated breaks and in non-clinical areas.

4.2 Observational Work Experience Settings

- In some work experience settings, **you may be required to leave your phone in a secure location. Failure to do so, may result in your observational work experience being cancelled.**
- **Photography, video, or audio recording** using personal devices is strictly prohibited.
- Cadets must **never use personal phones** to communicate with patients, their families, or to store patient information.
- Mobile phones must be kept **away from clinical equipment** to avoid interference

4.3 Confidentiality and Data Protection

- Cadets must **not access or share** any patient-identifiable information via mobile devices.
- **Any breach of confidentiality** may result in **disciplinary action**, referral to the programme lead and **removal** from the programme. We will also inform your youth partner, which could result in further action by them.

4.4 Infection Control

- Mobile phones should be **cleaned regularly** using appropriate disinfectant wipes.
- Hand hygiene must be performed after handling mobile devices.

5. Enforcement

- **Breaches of this policy** will be addressed by the programme lead and may result in:
 - Verbal or written warnings
 - Suspension from work experience
 - Removal from the programme in serious cases

6. Review

This policy will be reviewed annually or in response to changes in national guidance.

7. References

- RCN Guidance on Mobile Phone Use
- NHS Trust Mobile Device Policies
- NHS Grampian Mobile Communication Devices Policy
- NMC Code of Conduct (Record Keeping and Confidentiality)