



Use of Electronic Equipment, Mobile Telephones and Photographic Devices Procedure

Effective: 19 April 2017

1. Guiding Principles

- 1.1 To guide the responsible use of electronic equipment, mobile telephones and photographic devices in Broome Mental Health Unit (BMHU)/ Mabu Liyan.
- 1.2 To ensure that patient, staff and visitor are well protected and the safety and security of patients and staff is not compromised by the use of these items. This procedure conforms with the intent of the *Mental Health Act 2014* and Charter of Mental Health Care Principles.
- 1.3 'Use of any photographic equipment, including mobile telephones and watches with photographic capabilities used by staff and non-staff are to be prohibited when intended for that use in all mental health facilities. That use may be proactively prevented by confiscation of the equipment for the time the person is within that mental health facility'. (WA Health Operational Directive [OD 0643/16](#))
- 1.4 The taking of photograph, videos or use of equipment capable of making or sending a photographic image is not permitted unless authorised by the Clinical Director or their delegate.
- 1.5 For some patients, their telephones provide a means of self-comforting which can be useful whilst admitted. To maintain social networks or for solo enjoyment the telephone may be used to listen to music, access social media, make and receive telephone calls and texting and sending and receiving emails.
- 1.6 To ensure that patients are allowed access to sending and receiving telephone calls and sending and receiving of mail, electronic communications and social media to promote recovery.
- 1.7 To maintain the balance between competing needs of:
 - 1.7.1 protecting confidentiality
 - 1.7.2 protecting vulnerable individuals from abuse
 - 1.7.3 protecting the rights of individuals
 - 1.7.4 providing a therapeutic environment
 - 1.7.5 promoting professional standards of behaviour
 - 1.7.6 maintaining service users social networks.
- 1.8 No responsibility is accepted by staff for loss or damage for a patient's property when the patient has retained it on his/her person.
- 1.9 To ensure sound working order, any personal electronic equipment (plug in) retained by the patient requires testing by the Broome Hospital Maintenance Department prior to the patient using the equipment.
- 1.10 For all patients including those who are of Aboriginal origin or are of Culturally and Linguistically Diverse backgrounds understanding is to be facilitated where appropriate by:
 - 1.10.1 utilising leaflets/signs
 - 1.10.2 using approved interpreter service
 - 1.10.3 involvement of Aboriginal Mental Health Worker
 - 1.10.4 involvement of carer, close family member or other personal support person (PSP).

2. Procedure

- 2.1 A sign is placed in a prominent position at the entrance to BMHU informing all people entering the unit that photography is not permitted within the unit without permission. Any patient found to be using photographic equipment with the intention of taking a photograph or video may have the equipment confiscated by staff and stored in the Patient Property storage area.
- 2.2 Any visitor or contractor found to be using photographic equipment with the intention of taking a photograph or video and who persists in violating this procedure are to be asked to leave the BMHU.
- 2.3 Any health staff found to be using photographic equipment with the intention of taking a photograph or video may be found to be in breach of their employment confidentiality agreement.
- 2.4 Where there are concerns, the camera lens on patients' mobile telephones is to be covered with tape to reduce the risk of breach of privacy occurring by the taking of photographs or videos.
- 2.5 On admission, or at the earliest opportunity, patients are made aware of their rights and responsibilities and BMHU rules regarding the use of electronic equipment, mobile telephones and photographic devices while admitted. These are:
 - 2.5.1 **Patient rights:** The patient has the right to use personal electronic devices and mobile telephones except where a clinical decision has been made to restrict access (S 262 Mental Health Act 14).
 - 2.5.2 **Patient responsibilities:** The patient has a responsibility to use electronic devices and mobile telephones responsibly in accordance with BMHU rules.
 - 2.5.3 **BMHU rules:** Staff retain the right to restrict electronic equipment and device access.
 - 2.5.4 The patient's psychiatrist may make an order to restrict the patient's communication under MHA 14 (S262) (Form 12C).
- 2.6 DVD's and movies can be viewed on the TV/DVD designated for patient use during free time and:
 - 2.6.1 Acceptable DVD's and computer games are rated M15 or less. Higher rating DVD's or games are not permitted.
 - 2.6.2 Where the patient brings in DVD or games that are not permitted, they are to be recorded and held in the Patient Property Storage Area.
- 2.7 Individual patient's usage of electronic devices is to be carefully monitored by clinical staff.
- 2.8 Where electronic device/mobile telephone usage by patients interferes with a patient's participation in therapeutic activities or normal daily routines, staff are to:
 - 2.8.1 develop a suitable usage plan with the patient which may include handing electronic device/ mobile telephone to nursing staff after a specified time period /at bedtime.
- 2.9 Patients who are admitted to the High Dependency Unit (HDU) are only to be allowed to use electronic devices under strict supervision. Staff may facilitate telephone calls for patients via the digital enhanced cordless telecommunications (DECT) telephone.

- 2.10 The Patient Property Storage Area is used for the safe storage of patient's belongings. Unless otherwise negotiated, all patients' personal electronic equipment brought onto BMHU are to be listed on the Patient Property form and stored in the Patient Property Storage area until the patient is discharged. This includes electronic equipment e.g. DVD player, stereo, computer or similar equipment. Alternatively, the patient can arrange for the items to be taken home by a carer, close family member or other PSP.
- 2.11 Where a voluntary patient retains any electronic device /mobile telephone and inappropriate use occurs, the Clinical Nurse Manager (CNM) may, on clinical grounds:
- 2.11.1 remove the device /mobile telephone, and store the item/s in the Patient Property Storage Area in accordance with the [BMHU Patient Property Procedure](#)
- 2.11.2 if the patient is unwilling for the item to be placed in storage, they will be reviewed with consideration given to discharge.
- 2.12 Staff are to inform patients that where they choose to keep a mobile telephone in their possession, BMHU does not take responsibility for any loss or damage that may occur.
- 2.13 Where a mobile telephone is brought into the BMHU and if the patient requests that it is held for safe keeping by staff, it is to be recorded on the Patient Property list form and stored in the Patient Property storage area.
- 2.14 Mobile telephone chargers are not allowed in the patient's possession. Where chargers are brought onto the ward, they are to be stored in the Patient Property storage area.
- 2.15 A multipoint telephone charger is to be available in the staff base.
- 2.16 Patients must be encouraged to agree to use their personal mobile or ward DECT telephone in his/her bedroom for all incoming and outgoing private telephone calls.
- 2.17 Where a DECT telephone is provided for patient use, staff need to retrieve the DECT phone in a reasonable timeframe.
- 2.18 The patient is to be encouraged to let their carer, close family member or other personal support person know the BMHU reception telephone number so that they may call the patient on that telephone.
- 2.19 Where a telephone call is received by staff and the patient is not available, a message is to be taken.
- 2.20 The patient is strongly encouraged to choose to make other arrangements for the safe keeping of his/her telephone i.e. send it home with carer, close family member or other PSP.
- 2.21 Where a patients mobile telephone is stored in the Patient Property Storage Area, it is to be in accordance with the [BMHU Patient Property Procedure](#)
- 2.22 Where the patient is voluntary and staff become aware that a patient is abusing the privacy of other patients and/or staff, he/she may be reviewed for discharge and/or the mobile telephone confiscated.

3. Definitions

Electronic equipment /device	Includes items such as stereo, television, laptop, gaming console, MP3 player, CD player /Walkman, IPod, computer and headphones.
Photographic equipment	Includes all equipment capable of taking a photograph and or video
DECT telephone	Digitally Enhanced Cordless Technology (DECT) is a cordless telephone that can be used whilst moving around a pre-determined area. DECT telephone work from a base station, usually with a single handset

4. Roles and Responsibilities

4.1 Clinical Director

Has overall responsibility for ensuring that services are delivered in accordance with this procedure

4.2 Consultant Psychiatrist

Is responsible for the medical management of patients in accordance with this procedure

4.3 Clinical Nurse Manager

Is responsible for the implementation of this procedure

4.4 All Staff

All staff are required to work within this procedure to make sure Broome Mental Health Unit is a safe, equitable and positive place to be.

5. Compliance

It is a requirement of the WA Health Code of Conduct that employees “comply with all state government policies, standards and Australian laws and understand and comply with all WA Health business, administration and operational directives and policies”. Failure to comply may constitute suspected misconduct under the [WA Health Misconduct and Discipline Policy](#).

6. Evaluation

- This procedure is to be reviewed every five years

7. Standards

- [National Safety and Quality Health Care Standards](#): 1.5.2; 1.6.2; 1.17.1; 1.17.2; 1.17.3
- [EQUIPNational Standards](#): 11.5.1; 12.3.1; 15.13.1; 15.15.1; 15.16.1
- [National Standards for Mental Health Services](#): 1.2; 2.13; 6.4; 6.5; 10.5.12
- [National Standards for Disability Services](#): 1.2; 6.2

8. Legislation

- [WA Mental Health Act 2014](#)
- [Charter of Mental Health Principles MHA 2014](#)
- [Western Australian Information Privacy Bill 2007](#)
- [Western Australian Public Sector Management Act 1994](#)

9. References

- [BMHU Admission Information](#)
- [BMHU ATSI Admission Information](#)

10. Related Policy Documents

- WACHS [Adult Psychiatric Inpatient Services - Referral, Admission, Assessment, Care and Treatment Policy](#)
- [BMHU Patient Admission Procedure](#)
- [BMHU Patient Property Procedure](#)
- [BMHU Patient Rights and Responsibilities Procedure](#)
- [BMHU Patient Admission to High Dependency Unit Procedure](#)

11. Related WA Health Policies

- WA Health Operational Directive [OD 0643/16; Use of Photographic Equipment in Mental Health Services](#)

12. WA Health Policy Framework

- [Mental Health Policy Framework](#).

**This document can be made available in alternative formats
on request for a person with a disability**

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