


Name of Policy: <u>Electronic Mail</u> Policy Number: 3364-130-15 Department: Nursing Service/Staff Development Approving Officer: Chief Nursing Officer (CNO) Responsible Agent: CNO Scope: The University of Toledo Medical Center (UTMC)	 Effective Date: 6.1.2022 Initial Effective Date: November, 2006				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
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(A) Policy Statement

Electronic mail (e-mail), like postal mail, is a mechanism for official UTMC communication to employees. UTMC Nursing Service Administration will exercise the right to send e-mail communications to all employees. The Nursing Service Administration will expect that e-mail communications will be received and read in a timely manner.

(B) Purpose of Policy

To effectively communicate with nursing staff to ultimately improve their knowledge and skills for providing high quality patient care.

(C) Procedure

- 1 All Nursing Services employees are expected to check his/her e-mail on a frequent and regular basis to stay current with UTMC related communications. Recognizing that certain communications may be time critical, it is recommended that e-mail be checked daily, but at a minimum of twice per week for full time employees. Part time and contingent employees are also recommended to check his/her e-mail daily, but at a minimum of once every two weeks. Regular e-mail management will minimize the risk of a full inbox, causing the e-mail to be returned to the sender with an error.
- 2 Undeliverable messages returned because of either a full inbox or use of a "spam" filter will be considered delivered without further action required of the Nursing Service Administration sender. The employees will be held accountable for the information that was contained in the returned e-mail.

Approved by: Kurt Kless, MSN, MBA, RN, NE-BC. Chief Nursing Officer <i>Review: Nursing Service & Policy Committee, 3/13, 10/15, 10/18, 6/2022</i> <i>Revision completed by: Nancy Gauger, MSN, RN.</i>	Review/Revision Date: 1/07 11/5/2009 3/22/2013 10.1.2015 10/2018 6/2022 Next Review Date: 6/2025
Policies Superseded by This Policy:	