(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 in order 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 in order 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:

Monica Smith, MSN, RN.  
Chief Nursing Officer/CNO  
Review: Nursing Service & Policy Committee, 3/13, 10/15  
Revision completed by: Greg Shannon, MSN, RN.

Next Review Date: 10/2018

Policies Superseded by This Policy: